



**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
 Governor Pack Road, Baguio City, Benguet, CAR  
 VAT Reg. TIN: 000-864-006-00007  
 Telefax No.: (074) 442-3484  
 email address: spmo.upbaguio@up.edu.ph

**Request for Quotation**  
**PROCUREMENT PROJECT: Supply and Delivery of Ethnographic Conservation Materials**  
**PR No. 15214**  
**Approved Budget for the Contract: P 122,000.00**

Date: October 20, 2021  
 RFQ No.: 2270  
 MOP: NP - Small Value Procurement

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
- Bidder should attach a copy of the latest **Mayor's/ Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement (for ABCs above Php 50,000.00)**.
- Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to spmo.upbaguio@up.edu.ph **NOT LATER THAN 12:00 NN on 26 October 2021.**
- Failure to follow these instructions will disqualify your entire quotation.
- PAYMENT: within 30 days from completion and acceptance of delivery.

**Please quote at your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The statement below shall be the basis for the evaluation and calculation of your quotation.**

**RODOLFO T. SULYAT, JR.**

Chief, Supply & Property Management Office

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
<b>PROCUREMENT PROJECT: Supply and Delivery of Ethnographic Conservation Materials</b>										
1	Blue Board Storage Box: Corrugated Textile Storage Box Size: 22" x 19" x 5 1/4"			pc	3	P 21,500.00	P 64,500.00			
2	GLASSINE White color, size 24"x 36"; archival, 21 GSM, 480 pcs per ream			rm	5	P 5,800.00	P 29,000.00			
3	Perma B-flute corrugated board Blue gray material Double wall Approximately 0.25 thickness Size: 40" x 60"			pc	3	P 9,500.00	P 28,500.00			
Suppliers to indicate the following details to their bid:										
Delivery Period: within 30 calendar days										
Price Validity:										
							<b>TOTAL:</b>	<b>P 122,000.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>										

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name of Representative: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Tel. No. : \_\_\_\_\_  
 Fax No. : \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date: \_\_\_\_\_