



**UNIVERSITY OF THE PHILIPPINES  
BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR  
VAT Reg. TIN: 000-864-006-00007

**REQUEST FOR QUOTATION**  
UPB Office of Public Affairs

Date: DEC. 01 2021  
RFQ No.: 2337  
MOP: Small Value Procurement  
SOF: General Fund-01

Please quote your lowest price on the item/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your Quotation duly signed by your representative not later than (DEC. 06 2021) in the return envelope attached herewith.

**Note:**

1. All entries must be typewritten or in print.
2. Delivery for a minimum period of **30 calendar days**.
3. Warranty shall be for a period of **six (6) months** for supplies and materials, **one (1) year** for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of **90 calendar days**.
5. **PhilGEPS Registration Certificate** shall be attached upon submission of the quotation (if applicable).
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. Bidders must indicate the **BRAND and MODEL NUMBER** offered when appropriate.
8. Terms of payment **45 days** upon the acceptance delivery of the items.
9. **Business Permit / Mayor's Permit (yr)**
10. **Omnibus Sworn Statement (P50,000 & Above)** to be submitted before issuance of Purchase Order
11. **ITR / Business Tax Return / EPS Print out**
12. Management reserves the right to reject outright any contingent bids.

**Others:**

Printing of the Chancellor's End-of-Term Report

GENERAL DESCRIPTION	QTY / UOM	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	REMARKS
		YES	NO					
Printing of the Chancellor's End-of-Term Report. No. of copies: 100 No. of pages: 80-100 Printing: full color Size: 8.5" x 11.5" Offset printing Binding: perfect binding	100 copy			PHP 1,000.00	PHP 100,000.00			
<b>TOTAL</b>					<b>PHP 100,000.00</b>			
<b>TOTAL QUOTED AMOUNT IN WORDS: One Hundred Thousand pesos and Zero cents</b>								

Please quote at your government price (including VAT) and state the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.

Canvassed By: \_\_\_\_\_

Tel no.: \_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
**RODOLFO T. SUWAT**  
**ADMINISTRATIVE OFFICER III**

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

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

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

**Technical Specification for the Printing of the Chancellor's End-of-Term Report**

Full color printing;

No. of copies: 100;

No. of pages: 80-100;

Printing: full color

Size: 8.5" x 11.5"

Offset printing

Binding: perfect binding

Cover Page: Conqueror Cover, Ultra white Contour 300 gsm