



**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 the University Registrar

Date: MAY. 02 2022  
RFQ No.: 2514 - PR#16314  
MOP: Small Value Procurement

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 (MAY. 10 2022) 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.

**Others:**

Printing Services

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
1	Printing of Student Jacket : 8 1/4 inch x 4 3/4 inch with 1/2 inch expansion (labor and materials) refer to sample	pc	600			PHP 25.00	PHP 15,000.00		
2	Printing, Final Grades Printing : Continuous form in duplicate Carbonless paper : Size 5 1/2 x 8 1/2 (2 ply) 2 colors print : without serial number ; Printing Ink : Black and Red color (Refer to attached sample)	box	10			PHP 4,000.00	PHP 40,000.00		
<b>TOTAL</b>							<b>PHP 55,000.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b> Fifty-Five Thousand pesos and Zero cents									

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.

  
**RODOLFO T. SUYAT**  
 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:	_____	Tel. No. :	_____
Address:	_____	Fax No. :	_____
Name of Representative:	_____	Email Address:	_____
Position:	_____	Date:	_____
Signature:	_____		_____