



**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 Vice Chancellor for Academic Affairs**

Date: May 16, 2022  
RFQ No.: 2530  
MOP: Shopping (B)  
SOF: 184 -Trust Fund

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 23, 2022) in the return envelope attached herewith.

**Note:**

- All entries must be typewritten or in print.
- Delivery for a minimum period of **30 calendar days**.
- 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
- Price validity shall be for a period of **90 calendar days**.
- PhilGEPS Registration Certificate and Business Permit** shall be attached upon submission of the quotation (if applicable).
- Bidders shall submit original brochures showing certifications of the product being offered.
- Bidders must indicate the **BRAND and MODEL NUMBER** offered when appropriate.

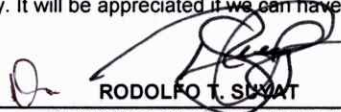
**Others:**

**RFQ FOR PR # 16520, 16521, 16490**

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
1	#2 medium pencil with eraser top, 12 per box			box	10	P 110.00	P 1,100.00		
2	008 black ink bottle, 127 ml, for eco tank printers			pc	5	P 1,200.00	P 6,000.00		
3	008 cyan ink bottle, 70 ml, for eco tank printers			pc	5	P 1,000.00	P 5,000.00		
4	008 magenta ink bottle, 70 ml, for eco tank printers			pc	5	P 1,000.00	P 5,000.00		
5	008 yellow ink bottle, 70 ml, for eco tank printers			pc	5	P 1,000.00	P 5,000.00		
6	35 mm standard stapler			pc	2	P 85.00	P 170.00		
7	8" all purpose scissors, stainless steel blades			pc	2	P 100.00	P 200.00		
8	A4 (9 x 12.5') Wooden clipboard, color brown			pc	5	P 120.00	P 600.00		
9	A4 copy and multi-purpose paper, 80 GSM, 500 pcs per ream.			pck	25	P 350.00	P 8,750.00		
10	A4 matte sticker paper, white, 10 sheets per pack, ink-jet friendly			pck	20	P 60.00	P 1,200.00		
11	Assorted colors gel pen 0.5 mm, 10 pcs per pack			pck	5	P 250.00	P 1,250.00		
12	Black retractable ballpoint pen, fine pen tip size			pc	25	P 20.00	P 500.00		
13	Colored Bond Paper, Blue paper, 500 sheets/ream, Legal size (8.5 x 13 inches), Thickness - 56gsm			rm	5	P 200.00	P 1,000.00		
14	Colored Bond Paper, Pink paper, 500 sheets/ream, Legal size (8.5 x 13 inches), Thickness 0 56 gsm			rm	5	P 200.00	P 1,000.00		
15	Cutter 18 mm blade, snap-off blade feature, auto-lock safety feature			pc	2	P 200.00	P 400.00		
16	Cutter Blade Refill, 18 x 100mm Cutter Blade, At least 10 pcs/set			set	3	P 150.00	P 450.00		
17	Cutting Mat, A1 Size (60cmx90cm), Can use both side as cutting mat, Has measurement for easier cutting precision.			pc	1	P 700.00	P 700.00		
18	Cutting Mat, A2 Size (60cmx45cm), Can use both side as cutting mat, Has measurement for easier cutting precision.			pc	2	P 450.00	P 900.00		
19	Cutting Mat, A3 Size (45cmx30cm), Can use both side as cutting mat, Has measurement for easier cutting precision.			pc	2	P 300.00	P 600.00		
20	Expanding Envelope with Garter, Blue, Long size (11.75 x 15 inches)			pc	30	P 20.00	P 600.00		
21	Expanding Envelope with Garter, Green, Long size (11.75 x 15 inches)			pc	30	P 20.00	P 600.00		
22	Expanding Envelope with Garter, Red, Long size (11.75 x 15 inches)			pc	30	P 20.00	P 600.00		
23	Expanding Envelope with Garter, Yellow, Long size (11.75 x 15 inches)			pc	30	P 20.00	P 600.00		
24	Laminating Film, 9 inches x 50 meters, 250 microns			rol	3	P 1,200.00	P 3,600.00		
25	Legal expanding envelope with garter, brown,			pc	50	P 20.00	P 1,000.00		
26	Legal Folder, pre-punched, 14pts, light brown.			pc	50	P 15.00	P 750.00		
27	Paper puncher, lever lock, metal gauge with scale			pc	1	P 500.00	P 500.00		
28	Photo Paper, A4 size, 260 gsm, For all types of inkjet printers. At least 20 sheets/set			set	10	P 200.00	P 2,000.00		

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		YES	NO						
29	Post-it flag sign here, assorted colors, 1 inch			pck	15	P 100.00	P 1,500.00		
30	PVC Plastic Cover, Transparent/Clear, 48 inches x 50 meters, Gauge 14 (0.33mm)			rol	1	P 4,700.00	P 4,700.00		
31	Red retractable ballpoint pen, fine pen tip size			pc	25	P 20.00	P 500.00		
32	Staple wires 7/8 inches, 1,000 staple wires per box			box	10	P 110.00	P 1,100.00		
33	Stapler remover, metal jaws and coated finish			pc	5	P 50.00	P 250.00		
34	Sticky notes, assorted colors, 3 in x 3 in, 100 sheets per stack			pck	20	P 110.00	P 2,200.00		
<b>TOTAL:</b>							<b>P 60,320.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</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.

  
 RODOLFO T. SIBAT  
 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: \_\_\_\_\_