



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**

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

**REQUEST FOR QUOTATION
UPB Supply and Property Management Office**

Date: May 18, 2022
RFQ No.: 2536
MOP: Shopping (B)
SOF: unspecified

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 25, 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 and Business Permit** 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:

RFQ for various office supplies for the university

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	HDMI to VGA Connector Adapter Converter Cable			pc	6	P 600.00	P 3,600.00		
2	Rechargeable Battery AAA x 2 (2pcs per pack)			pck	10	P 160.00	P 1,600.00		
3	Rechargeable Battery AA x 2 (2pcs per pack)			pck	15	P 350.00	P 5,250.00		
4	USB-C HDMI Multi-port Adapter Connections; VGA compatible for Mac			pc	2	P 4,500.00	P 9,000.00		
5	Black Ballpen, Pen tip size: 0.5mm			pc	200	P 15.00	P 3,000.00		
6	FOLDER, Expanding brown envelope Legal Size			pc	300	P 50.00	P 15,000.00		
7	FOLDER, Expanding brown envelope A4			pc	300	P 50.00	P 15,000.00		
8	Matte Sticker Paper, A4 size, 10 sheets			pck	100	P 50.00	P 5,000.00		
9	Multi-copy Paper, A4 size, 80 GSM, 500 Sheets			rm	10	P 400.00	P 4,000.00		
10	Pencil # 2, Yellow Cover, 12pcs/box			pc	25	P 150.00	P 3,750.00		
11	Sticky Flag Notes, Arrowhead, Fluorescent/Transparent, 0.50x1.7inches, 10x25 Sheets			pc	20	P 150.00	P 3,000.00		
12	Sticky notes pad, Cubes, 2x2 inches, 100 sheets			pc	20	P 150.00	P 3,000.00		
13	Slate Board, Waterproof writing slate with pencil with rubber tube to fasten the replaceable pencil and with strong snap clip to conveniently clip onto vest. Size: 14.9*18.4cm			pc	20	P 500.00	P 10,000.00		
14	Accession Book/Record			pc	5	P 500.00	P 2,500.00		
15	Barcode label protectors, 5.7cm x 3cm			rol	3	P 1,000.00	P 3,000.00		
16	Gloves, cotton, white			pr	30	P 10.00	P 300.00		
17	Magic Tape, 810 rolls, 19mm x 65.8m			rol	10	P 300.00	P 3,000.00		
18	Magnetic plastic cover, gauge # 8			rol	1	P 2,000.00	P 2,000.00		
19	Plastic cover, gauge # 6			rol	1	P 1,500.00	P 1,500.00		
TOTAL:							P 93,500.00		
TOTAL QUOTED AMOUNT IN WORDS:									

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: _____
 Address: _____
 Name of Representative: _____
 Position: _____
 Signature: _____

Tel. No. : _____
 Fax No. : _____
 Email Address: _____
 Date: _____

Tpe # 10400, 10529, 10518, 10492