



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**
Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: 000-864-006-00007

**REQUEST FOR QUOTATION
Museo Kordilyera**

Date: May 25, 2022
RFQ No.: 2547 PR No.: 16464
MOP: NP - 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 8:00 am, June 3, 2022 in the return envelope attached herewith.

Note:

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
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. 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).
6. 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 bdlumagua@up.edu.ph, cc: spmo.upbaguio@up.edu.ph.
7. Bidders shall submit original brochures showing certifications of the product being offered.
8. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
9. Failure to follow these instructions will disqualify your entire quotation.

Others:

Printing Services

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with Technical Specifications (YES/NO)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	GRAND TOTAL
				YES	NO				
1	Printing of Feast of Merit Book Size: 8"x10"; 200 pages Cover: full color, matte laminated w/ UV spot lamination; soft bound w/ 5" flap on both front & back cover Inside: matte paper, 100gsm; multiple colored, black&white images; Smythe sewn	copy	200			₱ 700.00	₱ 140,000.00		
	Suppliers to indicate the following details to their bid:								
	Price Validity:								
	Delivery Term:								
TOTAL:							₱ 140,000.00		
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, JR.
 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: _____