



**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: June 16, 2022
RFQ No.: 2587
MOP: Shopping (B)
SOF: RF, TF

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 (JUNE 24 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 must indicate the **BRAND and MODEL NUMBER** offered when appropriate.

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.

RFQ FOR VARIOUS OFFICE SUPPLIES, MATERIALS AND CONSUMABLES

ITEM NO.	GENERAL DESCRIPTION	Compliance with Technical Specifications (Check)		UOM	Qty	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED AMOUNT
		YES	NO						
1	HP Printer Ink, Color Black, HP Laserjet Pro M154A, Laserjet Print Cartridge, 204A, CF510A			pc	1	P 5,000.00	P 5,000.00		
2	HP Printer Ink, Color Cyan, HP Laserjet Pro M154A, Laserjet Print Cartridge, 204A, CF511A			pc	1	P 5,000.00	P 5,000.00		
3	HP Printer Ink, Color Magenta, HP Laserjet Pro M154A, Laserjet Print Cartridge, 204A, CF513A			pc	1	P 5,000.00	P 5,000.00		
4	HP Printer Ink, Color Yellow, HP Laserjet Pro M154A, Laserjet Print Cartridge, 204A, CF512A			pc	1	P 5,000.00	P 5,000.00		
5	Whiteboard, 4' x 6', w/ aluminum frame			pc	2	P 8,000.00	P 16,000.00		
6	Whiteboard, 4' x 8', w/ aluminum frame			pc	1	P 10,000.00	P 10,000.00		
7	Plastic, transparent ID Badge Case, Size: 4.6" x 3.9"			pc	150	P 25.00	P 3,750.00		
8	Blade Cutter replacement, Blade size: 18mm x 100mm			cas	4	P 130.00	P 520.00		
9	CUTTER, Length: 169mm, Blade size: 18mm x 100mm			pc	4	P 130.00	P 520.00		
10	Clip Backfold, all metal, Clamping: 32mm (-1mm)			box	15	P 30.00	P 450.00		
11	Clip Backfold, all metal, Clamping: 51mm (-1mm)			box	5	P 70.00	P 350.00		
12	Clip Backfold, all metal, Clamping: 19mm (-1mm)			box	10	P 20.00	P 200.00		
13	Clip Backfold, all metal, Clamping: 25mm (-1mm)			box	15	P 25.00	P 375.00		
14	Expanding Envelope, Kraftboard, legal, 100.pcs per box			box	1	P 590.00	P 590.00		
15	Expanding Folder Green, Legal			box	1	P 1,600.00	P 1,600.00		
16	Fastener, Metal with plastic coating			box	10	P 35.00	P 350.00		
17	Folder Pressboard White I Legal			box	6	P 850.00	P 5,100.00		
18	Folder Tagboard Legal			box	1	P 730.00	P 730.00		
19	Folder White Long			box	1	P 850.00	P 850.00		
20	Folder White short			box	1	P 640.00	P 640.00		
21	Folder, Expanding with green tab, legal			box	1	P 1,200.00	P 1,200.00		
22	Glue, 1000g			pc	1	P 550.00	P 550.00		
23	Heavy Duty Stapler, 70 to 100 sheets, adjustable stapling margin			pc	5	P 550.00	P 2,750.00		
24	Heavy Duty, 2 Hole Puncher, with ruler			pc	5	P 240.00	P 1,200.00		
25	Masking Tape 1"			pc	6	P 55.00	P 330.00		
26	Standing File Boxes, size: 15" x 9.5" x 4.5"			pc	20	P 155.00	P 3,100.00		
27	Staple wire, Standard			box	12	P 50.00	P 600.00		
28	Tag Board (brown) A4			box	2	P 185.00	P 370.00		
29	Tape Dispenser			pc	5	P 280.00	P 1,400.00		
30	masking tape 2 inches			pc	2	P 200.00	P 400.00		
TOTAL:							P 73,925.00		

TOTAL QUOTED AMOUNT IN WORDS:

RODOLFO T. SUYAT
 ADMINISTRATIVE OFFICER III

ITEM NO.	GENERAL DESCRIPTION	Compliance with customer specifications (if any)		QOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						

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: _____