



**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: June 21, 2022
RFQ No.: 2597- PR # 16607 & 16701
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 (JUN 28 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:

RFQ FOR PR # 16607 & 16701

| 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 | Battery for Computer, CPU, CR 2032 | | | pc | 16 | P 50.00 | P 800.00 | | |
| 2 | BATTERY, dry cell, AA, 2 pieces per blister pack | | | pck | 99 | P 40.00 | P 3,960.00 | | |
| 3 | BATTERY, dry cell, AAA, 2 pieces per blister pack | | | pck | 76 | P 50.00 | P 3,800.00 | | |
| 4 | CALCULATOR, compact | | | un | 1 | P 300.00 | P 300.00 | | |
| 5 | cartolina, maize yellow, 100gsm | | | pc | 20 | P 50.00 | P 1,000.00 | | |
| 6 | cartolina, paris green, 100gsm | | | pc | 20 | P 50.00 | P 1,000.00 | | |
| 7 | Cartolina, white, thick | | | pc | 100 | P 10.00 | P 1,000.00 | | |
| 8 | Chipboard, 22" x 36", size#30 | | | pc | 62 | P 60.00 | P 3,720.00 | | |
| 9 | COMPUTER CONTINUOUS FORM, 2 ply, 280 x 241mm | | | box | 2 | P 1,500.00 | P 3,000.00 | | |
| 10 | Cutting mat, green, for A3, A4, and A5 | | | pc | 1 | P 150.00 | P 150.00 | | |
| 11 | DATA FILE BOX, made of chipboard, with closed ends | | | pc | 6 | P 120.00 | P 720.00 | | |
| 12 | Dater, 3mm, self-inking | | | pc | 1 | P 300.00 | P 300.00 | | |
| 13 | DATING AND STAMPING MACHINE | | | pc | 1 | P 1,000.00 | P 1,000.00 | | |
| 14 | Desk Organizer/File tray, legal size, 3 layers | | | pc | 6 | P 450.00 | P 2,700.00 | | |
| 15 | DVD REWRITABLE, speed: 4x min, 4.7GB capacity min | | | pc | 14 | P 20.00 | P 280.00 | | |
| 16 | ENVELOPE, DOCUMENTARY, for legal size document | | | box | 2 | P 930.00 | P 1,860.00 | | |
| 17 | Envelope, expanding, kraftboard, legal size | | | pc | 25 | P 15.00 | P 375.00 | | |
| 18 | ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min | | | pc | 2 | P 30.00 | P 60.00 | | |
| 19 | ENVELOPE, mailing | | | box | 2 | P 250.00 | P 500.00 | | |

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|----|--|--|--|-----|-----|------------|------------|--|--|
| 20 | ENVELOPE, mailing, with window | | | box | 2 | P 250.00 | P 500.00 | | |
| 21 | EXTERNAL HARD DRIVE, 1TB | | | box | 1 | P 2,500.00 | P 2,500.00 | | |
| 22 | FASTENER, Metal with plastic coating | | | pc | 18 | P 35.00 | P 630.00 | | |
| 23 | Flash Drive 32 GB, High Quality, USB 3.0 | | | pc | 8 | P 400.00 | P 3,200.00 | | |
| 24 | Folder Pressboard, Color Green, Legal Size | | | pc | 112 | P 15.00 | P 1,680.00 | | |
| 25 | FOLDER, expanding green w/o tab long thick us 20 pts. | | | pc | 20 | P 15.00 | P 300.00 | | |
| 26 | FOLDER, Expanding with green tab, legal | | | pc | 20 | P 20.00 | P 400.00 | | |
| 27 | FOLDER, Expanding, A4 | | | pc | 15 | P 15.00 | P 225.00 | | |
| 28 | FOLDER, L-type, A4 | | | pck | 1 | P 140.00 | P 140.00 | | |
| 29 | FOLDER, L-type, legal | | | pck | 1 | P 150.00 | P 150.00 | | |
| 30 | FOLDER, Tagboard, for A4 size documents | | | pck | 1 | P 250.00 | P 250.00 | | |
| 31 | FOLDER, Tagboard, for legal size documents | | | pck | 1 | P 280.00 | P 280.00 | | |
| 32 | folder, tagboard, legal, light brown outside cover, white inside | | | pc | 50 | P 5.00 | P 250.00 | | |
| 33 | FOLDER, with tab, A4 | | | pck | 5 | P 230.00 | P 1,150.00 | | |
| 34 | GLUE, all purpose, gross weight: 200 grams min | | | jar | 2 | P 64.00 | P 128.00 | | |
| 35 | INDEX TAB, self-adhesive, transparent | | | box | 7 | P 85.00 | P 595.00 | | |
| 36 | MAGAZINE FILE BOX, large | | | pc | 3 | P 100.00 | P 300.00 | | |
| 37 | MARKER, permanent, chisel type, black | | | pc | 7 | P 20.00 | P 140.00 | | |
| 38 | MARKER, permanent, red, bullet type | | | pc | 1 | P 25.00 | P 25.00 | | |
| 39 | MARKER, whiteboard, blue | | | pc | 2 | P 25.00 | P 50.00 | | |
| 40 | MOUSE, OPTICAL, USB connection type | | | un | 3 | P 150.00 | P 450.00 | | |
| 41 | Note Flags 5 colors per set | | | pck | 45 | P 30.00 | P 1,350.00 | | |
| 42 | NOTE PAD, stick on , 76mm x 100mm (3" x 4") min | | | pd | 12 | P 30.00 | P 360.00 | | |
| 43 | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min | | | pd | 40 | P 15.00 | P 600.00 | | |
| 44 | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min | | | pd | 5 | P 30.00 | P 150.00 | | |
| 45 | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min | | | pd | 29 | P 15.00 | P 435.00 | | |
| 46 | Notebook, Spiral, Big, 8.5" x 11" | | | pc | 3 | P 35.00 | P 105.00 | | |
| 47 | PAD PAPER, ruled | | | pd | 14 | P 30.00 | P 420.00 | | |
| 48 | PAPER CLIP, vinyl/plastic coat, length: 32mm min | | | box | 8 | P 10.00 | P 80.00 | | |
| 49 | Paper for certificates (Board) 10 pcs/pack | | | pck | 9 | P 30.00 | P 270.00 | | |
| 50 | Paper, colored, assorted, A4, 250 sheets per ream | | | rm | 1 | P 220.00 | P 220.00 | | |
| 51 | PAPER, colored, BLUE (legal), GSM 80, 500 sheets per ream | | | rm | 2 | P 300.00 | P 600.00 | | |
| 52 | PAPER, colored, GREEN, (legal), GSM 80, 500 sheets per ream | | | rm | 2 | P 300.00 | P 600.00 | | |

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|----|---|--|-----|-----|---|--------|---|-----------|--|--|
| 53 | PAPER, colored, PINK (legal), GSM 80, 500 sheets per ream | | rm | 2 | P | 300.00 | P | 600.00 | | |
| 54 | PAPER, colored, YELLOW (legal), GSM 80, 500 sheets per ream | | rm | 3 | P | 300.00 | P | 900.00 | | |
| 55 | Paper, Matte sticker paper, A4 | | pck | 10 | P | 50.00 | P | 500.00 | | |
| 56 | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | | rm | 267 | P | 200.00 | P | 53,400.00 | | |
| 57 | Paper, multicopy, A3 (297x420 mm) | | rm | 3 | P | 380.00 | P | 1,140.00 | | |
| 58 | PAPER, parchment | | box | 5 | P | 250.00 | P | 1,250.00 | | |
| 59 | Paper, Specialty board paper (pale cream; 210 x 297mm; 200 gsm; 10 sheets/pack) | | pck | 2 | P | 30.00 | P | 60.00 | | |
| 60 | Pen, Ballpoint pen, OG-5 black, ordinary | | pc | 40 | P | 5.00 | P | 200.00 | | |
| 61 | Pen, Ballpoint pen, OG-5 blue, ordinary | | pc | 14 | P | 5.00 | P | 70.00 | | |
| 62 | Pen, Ballpoint, BPS fine, Japan, Black | | pc | 70 | P | 25.00 | P | 1,750.00 | | |
| 63 | Pen, Ballpoint, BPS fine, Japan, Blue | | pc | 55 | P | 25.00 | P | 1,375.00 | | |
| 64 | Pen, Ballpoint, BPS fine, Japan, Green | | pc | 7 | P | 25.00 | P | 175.00 | | |
| 65 | Pen, OHP pen, Blue | | pc | 6 | P | 50.00 | P | 300.00 | | |
| 66 | PEN, sign pen, black blue, 0.5 pt. | | pc | 45 | P | 25.00 | P | 1,125.00 | | |
| 67 | Pen, SIGN PEN, Brown, 0.5 pt. | | pc | 1 | P | 25.00 | P | 25.00 | | |
| 68 | PEN, sign pen, green, 0.4 pt. | | pc | 20 | P | 40.00 | P | 800.00 | | |
| 69 | PEN, sign pen, green, 0.5 pt. | | pc | 63 | P | 25.00 | P | 1,575.00 | | |
| 70 | PEN, sign pen, violet, 0.5 pt. | | pc | 54 | P | 25.00 | P | 1,350.00 | | |
| 71 | Photo Paper, A3, Glossy | | pck | 30 | P | 180.00 | P | 5,400.00 | | |
| 72 | Photo Paper, A4, Glossy | | pck | 10 | P | 70.00 | P | 700.00 | | |
| 73 | Photo Paper, A4, Matte | | pck | 21 | P | 70.00 | P | 1,470.00 | | |
| 74 | Post-it Flag, with note "Sign Here", Yellow, 25mm x 43mm (50 sheets) | | pd | 17 | P | 40.00 | P | 680.00 | | |
| 75 | PUNCHER, paper, heavy duty | | pc | 3 | P | 150.00 | P | 450.00 | | |
| 76 | Ribbon, Typewriter, manual typewriter | | pc | 1 | P | 70.00 | P | 70.00 | | |
| 77 | RULER, METAL, 12" | | pc | 1 | P | 50.00 | P | 50.00 | | |
| 78 | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip | | pc | 117 | P | 25.00 | P | 2,925.00 | | |
| 79 | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip | | pc | 63 | P | 25.00 | P | 1,575.00 | | |
| 80 | STAMP PAD, felt | | pc | 5 | P | 30.00 | P | 150.00 | | |
| 81 | STAPLE WIRE, standard | | box | 31 | P | 30.00 | P | 930.00 | | |
| 82 | Tack-it Glue, white, 90pcs/pack | | pck | 4 | P | 500.00 | P | 2,000.00 | | |
| 83 | Tape, Double-sided, 1" | | rol | 5 | P | 50.00 | P | 250.00 | | |
| 84 | Tape, Duct tape, black | | box | 2 | P | 80.00 | P | 160.00 | | |
| 85 | TAPE, masking, 24mm | | rol | 8 | P | 50.00 | P | 400.00 | | |

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|--------------------------------------|---|--|-----|-----|----------|---------------------|--|--|
| 85 | TAPE, masking, 24mm | | rol | 8 | P 50.00 | P 400.00 | | |
| 86 | TAPE, MASKING, width: 48mm | | rol | 16 | P 70.00 | P 1,120.00 | | |
| 87 | TAPE, TRANSPARENT, width: 24mm | | rol | 90 | P 15.00 | P 1,350.00 | | |
| 88 | Thumb tacks | | box | 2 | P 25.00 | P 50.00 | | |
| 89 | Tissue, facial, 2 ply, 150 pulls | | pck | 16 | P 100.00 | P 1,600.00 | | |
| 90 | TISSUE, interfolded paper towel | | pck | 5 | P 150.00 | P 750.00 | | |
| 91 | TOILET TISSUE PAPER, 2-ply, 100% recycled | | pck | 229 | P 100.00 | P 22,900.00 | | |
| 92 | WRAPPING PAPER, kraft | | pck | 2 | P 150.00 | P 300.00 | | |
| TOTAL: | | | | | | P 156,933.00 | | |
| 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.

Canvassed by:

Tip-ac, Cyril Jhan G.

Tel no.: 074-442-3484

Email: cgtipac@up.edu.ph

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: _____