

UNIVERSITY OF THE PHILIPPINES BAGUIO

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

REQUEST FOR QUOTATION <u>College of Science</u>

Date: Jur

June 23, 2022

2607

PR No.:

16589

MOP:

RFQ No.:

NP - Small Value Procurement

Please quote your lowest price, government price (including VAT), on the item/s listed below, subject to the General Conditions below and stating the shortest time of delivery and submit your Quotation duly signed by your representative <u>not later than 8:00 am, June 29, 2022</u> in the return envelope attached herewith.

Note:

- 1. Accomplish this RFQ correcttly and properly. All entries must be typewritten and/ or legibly handwritten.
- 2. Delivery for a minimum period of 60 calendar day/s.
- 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 <u>SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO)</u>, <u>UNIVERSITY OF THE PHILIPPINES</u>
 <u>BAGUIO</u>, <u>GOVERNOR PACK ROAD</u>, <u>BAGUIO CITY</u> or you could email your quotation to <u>bdlumague@up.edu.ph</u>, <u>cc:</u>
 <u>spmo.upbaguio@up.edu.ph</u>.
- 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:

Professional/ Consultancy Services for Video Editor/ Graphic Artist

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pis, check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
1	Professional/Consultancy Services (Video editor/graphic artist)	lot	1			P 500,000.00	P 500,000.00		
	Scope of Work:								
	PROCURING ENTITY (UP BAGUIO)		+						
	Prepare the script/lesson and materials for the pre-laboratory activity/experiment.								
	 Pre-laboratory activity/experiment videos will be presented by selected instructors/professors. 								
	Submit corresponding visual aids of the experiment videos (if any) using PowerPoint Presentation after the video shooting.								
	- Coordinate with the selected instructors/professors for video shooting. Identify appropriate venue that is well-ventilated and away from noise to avoid disruption during video shooting and to ensure a quality audio capture.								
	Review edited videos after submission. Absence of feedback within 10 days means that the videos are approved as final. SERVICE PROVIDER								

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RODOLFAT. 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:		Tel. No. : Fax No. :	
Name of Representative:	. The same of the	Email Address:	
Position:	Tak protest programmy grammers and appears are recently designed on the improve and appears to the intervent of the	Date:	
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