



**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 27, 2022
RFQ No.: 2616
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 (JULY 4, 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**.
 - PhiGEPs Registration Certificate** shall be attached upon submission of the quotation (if applicable).
 - Bidders shall submit original brochures showing certifications of the product being offered.
 - Bidders must indicate the **BRAND and MODEL NUMBER** offered when appropriate.


Others:

RFQ FOR PR # 16165 ,16900 ,16896, 16880 &16865

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	Toner Cartridge Compatible for HP Color Laser Jet Pro M252dw 201A Black			pc	6	₱ 6,500.00	₱ 39,000.00		
2	Toner Cartridge Compatible for HP Color Laser Jet Pro M252dw 201A Magenta			pc	2	₱ 6,500.00	₱ 13,000.00		
3	Toner Cartridge Compatible for HP Color Laser Jet Pro M252dw 201A Yellow			pc	2	₱ 6,500.00	₱ 13,000.00		
4	Toner Cartridge Compatible for HP Color Laser Jet Pro M252dw 201A Cyan			pc	2	₱ 6,500.00	₱ 13,000.00		
5	Magnetic plastic cover, gauge#8			rol	1	₱ 2,100.00	₱ 2,100.00		
6	Plastic cover, gauge#6			rol	1	₱ 2,100.00	₱ 2,100.00		
7	Paper Towels, 100% virgin pulp, 175 sheets or pulls, 18mm x 210mm			pck	20	₱ 165.00	₱ 3,300.00		
8	16-color crayons			box	50	₱ 75.00	₱ 3,750.00		
9	A4 certificate holder			pc	50	₱ 65.00	₱ 3,250.00		
10	A4 construction paper, assorted colors, 160 gsm			pck	20	₱ 60.00	₱ 1,200.00		
11	ballpoint gel pen, 0.3mm, black			box	2	₱ 750.00	₱ 1,500.00		
12	ballpoint gel pen, 0.3mm, blue			box	2	₱ 750.00	₱ 1,500.00		
13	ballpoint gel pen, 0.3mm, pink			box	1	₱ 750.00	₱ 750.00		

14	ballpoint gel pen, 0.3mm, red		box	2	P 750.00	P 1,500.00		
15	Legal size folder, brown		rm	2	P 700.00	P 1,400.00		
16	Letter size folder, brown		rm	2	P 500.00	P 1,000.00		
17	Liquid glue, 200mL		pc	10	P 150.00	P 1,500.00		
18	scotch tape, clear, 1" size		rol	10	P 25.00	P 250.00		
19	8.5" x 13" board paper (specialty paper), white, 200 gsm		pck	10	P 90.00	P 900.00		
20	8.5" x 13" bond paper, 80 gsm		rm	6	P 450.00	P 2,700.00		
21	A3 paper, 80 gsm		rm	1	P 650.00	P 650.00		
22	A4 board paper (specialty paper), white, 200 gsm		pck	10	P 75.00	P 750.00		
23	A4 bond paper, 80 gsm		rm	6	P 400.00	P 2,400.00		
24	A4 photo paper, glossy, 150 gsm		pck	5	P 125.00	P 625.00		
25	ink bottle for Epson L1455 printer, black, 140mL		btl	2	P 650.00	P 1,300.00		
26	ink bottle for Epson L1455 printer, cyan, 70mL		btl	3	P 300.00	P 900.00		
27	ink bottle for Epson L1455 printer, magenta, 70mL		btl	3	P 300.00	P 900.00		
28	ink bottle for Epson L1455 printer, yellow, 70mL		btl	3	P 300.00	P 900.00		
TOTAL:						P 115,125.00		
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: _____