



**UNIVERSITY OF THE PHILIPPINES  
BAGUIO**

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

**REQUEST FOR QUOTATION  
Office of the University Registrar**

Date: July 06, 2022  
RFQ No.: 2628 PR No. : 17018  
MOP: 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 not later than 8:00 am, July 11, 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 2 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 SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES, BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to hdlumague@up.edu.ph or spmop.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:**

Video Coverage for the Commencement Exercise 2022

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
1	UPB Graduation 2022 Technical and Production Scope of Work	lot	1			₱ 150,000.00	₱ 150,000.00		
	July 21, 2022 8:30 AM to 12:30 PM at Baguio Convention Center								
	>Audio and video services								
	>Livestreaming services								
	>Video documentation								
	>Photo documentation								
	<b>Scope of Work:</b>								
	>Provide audio and video services								
	- Audio service: provisions for microphones, connection to main sound system of Baguio Convention Center and livestreaming service								
	- Video service: 3 UHD (or higher) video cameras connected to a video switcher for livestreaming								
	>Live streaming service for 4 hours to YouTube and Facebook pages of UP Baguio								
	>Video documentation services for documentary and highlights video for upload to YouTube and Facebook pages of UP Baguio. Videos to be the property of UP Baguio.								
	>Photo documentation services: 3 experienced photographers for large events.								
	<b>Set-up on July 20, 2022 in Baguio Convention Center between 1:00 - 5:00 PM</b>								
	<b>Suppliers to indicate the following details to their bid:</b>								
	Price Validity:								

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with Technical specifications (Platcheck)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	Delivery Term:								
<b>TOTAL:</b>							₱ 150,000.00		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>									

  
**RÓDOLFO 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:** \_\_\_\_\_