



**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: August 24, 2022
RFQ No.: 2664 PR No. : 17351
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 **30 August 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 **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. 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 **mpberganio@up.edu.ph**; **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:

Printing Services-Diploma (QUR)

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	Printing, Diploma Printing with diploma folder jacket :	pc	318			₱ 203.00	₱ 64,554.00		
	- Diploma size: 10 1/2" x 8" Landscape paper layout;								
	- Diploma Folder Jacket 8 1/2" x 11 1/4"								
	Soft leatherette cover								
	Color: Maroon								
	Cover Ribbon Color: Green								
	Suppliers to indicate the following details to their bid:								
	Price Validity:								
	Delivery Term:								
TOTAL:							₱ 64,554.00		
TOTAL QUOTED AMOUNT IN WORDS:									

BRIAN D. LUMAGUE
OC, SPMO

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above.

Name of the Company: _____ Tel. No. : _____
Address: _____ Fax No. : _____
Name of Representative: _____ Email Address: _____
Position: _____ Date: _____
Signature: _____