



**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: September 2, 2022
RFQ No.: 2671
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 (SEPT 6, 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 # 17654,17657,17202, 17060, 17203 & 17204 (3RD AND 4TH QTR SUPPLIES)

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	Cutting mat, green, for A3, A4, and A5			pc	1	P 400.00	P 400.00		
2	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min			pc	14	P 50.00	P 700.00		
3	ENVELOPE, mailing			box	2	P 350.00	P 700.00		
4	ENVELOPE, mailing, with window			box	2	P 500.00	P 1,000.00		
5	EXTERNAL HARD DRIVE, 1TB			box	1	P 3,000.00	P 3,000.00		
6	FOLDER, Tagboard, for A4 size documents			pck	1	P 400.00	P 400.00		
7	FOLDER, Tagboard, for legal size documents			pck	1	P 500.00	P 500.00		
8	TOILET TISSUE PAPER, 2-ply, 100% recycled			pck	232	P 150.00	P 34,800.00		
9	Liquid dye wax, red, easy dry, stainfree after dry, odorless			gal	2	P 500.00	P 1,000.00		
10	Brother MFC L3770 CDW, Drum Cart - 263CL			crt	1	P 12,000.00	P 12,000.00		
11	Brother MFC L3770 CDW, Toner TN-263, Black			crt	1	P 4,000.00	P 4,000.00		
13	Brother MFC L3770 CDW, Toner TN-263, Magenta			crt	1	P 4,000.00	P 4,000.00		
14	Brother MFC L3770 CDW, Toner TN-263, Yellow			crt	1	P 4,000.00	P 4,000.00		
15	INK CART, HP CF237A, Black			crt	1	P 11,100.00	P 11,100.00		
16	INK CART, HP CN692AA, (HP704), Black			crt	2	P 700.00	P 1,400.00		
17	INK CART, HP CN693AA, (HP704), Tri-color			crt	1	P 700.00	P 700.00		
TOTAL:							P 79,700.00		

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.

BRIAN D. LUMBAQUE
 OIC, 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: _____
 Address: _____
 Name of Representative: _____
 Position: _____
 Signature: _____

Tel. No. : _____
 Fax No. : _____
 Email Address: _____
 Date: _____