



**UNIVERSITY OF THE PHILIPPINES  
BAGUIO**  
Governor Pack Road, Baguio City, Benguet, CAR  
VAT Reg. TIN: 000-864-006-00007

**REQUEST FOR QUOTATION  
Supply and Property Management Office**

Date: October 14, 2022  
RFQ No.: 2677 PR No.: 17422, 17719, 17568,  
17396, 17549, 17532,  
17511, 17724, 17488  
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 19 October 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 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 **mpberganio@up.edu.ph** cc: **spmo.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 for UP Baguio

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	Prescription pad, 10.5 cms x 16.2 cms, GSM 70, 100 pcs/pad, Generic	pd	10			₱ 200.00	₱ 2,000.00		
2	Prescription pad for Jeanette Tina F. Delizo, MD, License #085504, 10.5 cms x 16.2 cms, GSM 70, 100 pcs/pad	pd	5			₱ 200.00	₱ 1,000.00		
3	Printing Services for DB Faculty Calling Cards for 25 faculty members@100 pcs. per faculty, Size: 8.5cm x 5cm, GSM 250-300	lot	1			₱ 12,500.00	₱ 12,500.00		
4	Printing, Final Grades Printing: Continuous form in duplicate carbon less paper. Size 5 1/2 x 8 1/2 (2 ply) 2 colors print : without serial number ; printing ink : black and red color	box	10			₱ 3,000.00	₱ 30,000.00		
5	CERTIFICATE JACKET (w/ embossed UP LOGO), Maroon size 8.5" x 11"	pc	83			₱ 300.00	₱ 24,900.00		
6	Printing of Book Cards (white, 3"x5", printed in black ink on both sides, index card paper type). Please see attached sample.	pc	2500			₱ 2.00	₱ 5,000.00		
7	Printing of Internet Cards (pink, 3"x5", printed in black ink on both sides, index card paper type). Please see attached sample.	pc	2000			₱ 2.00	₱ 4,000.00		
8	Museo Kordilyera Flyer, Colored, back-to-back, Size: 8.5" by 4", Paper type: C2S 200 gsm, 600 copies	lot	1			₱ 10,000.00	₱ 10,000.00		
9	Printing of Museo Kordilyera Brochure, Colored, Back-to-Back, Size: A4, Paper type: C2S Coates 80 gsm, 600 copies	lot	1			₱ 24,000.00	₱ 24,000.00		
10	Printing of brochure, Size: 12.5" x 8.5", back to back: two-fold; glossy, C2S paper, full color, 120 gsm	copy	1000			₱ 17.00	₱ 17,000.00		
11	Sintra Board Colored Printing, Size: 26" x 44", Thickness: 3mm, Coated with protective film	pc	8			₱ 3,200.00	₱ 25,600.00		
12	Sintra Board Colored Printing, Size: 13" x 22", Thickness: 3mm, Coated with protective film	pc	15			₱ 850.00	₱ 12,750.00		

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (P/s. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
13	Printing of MK Calendar 2023 MK wall calendar 2023 Size: 17" x 8" inches (spread size) No. of leaves: 28 pages including cover, 2-side printing Stock: Cover: C2S 180 lbs. with matte lamination	pc	600			₱ 100.00	₱ 60,000.00		
	<b>Suppliers to indicate the following details to their bid:</b>								
	Price Validity:								
	Delivery Term:								
<b>TOTAL:</b>							₱ 228,750.00		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>									

  
**JAMES BENEDICT E. BAGSIC**  
 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: _____
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