



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply of Professional Printing Services for Office of the Chancellor  
Purchase Request No.: 18059  
Approved Budget for the Contract: Php 80,000.00

Date: 27 October, 2022  
RFQ No.: 2750  
MOP: NP-SVP

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and completely.
2. Bidder should attach a copy of the latest Business Permit, PhilGEPS Registration and Omnibus Sworn Statement.
3. Warranty shall be 6 months for supplies and materials, 1 year for equipment from the date of acceptance of the Procuring Entity.
4. Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at [jebagsic@up.edu.ph](mailto:jebagsic@up.edu.ph) and cc: [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph) with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 02 November, 2022.
5. Price validity shall be for a period of 90 calendar days.
6. Bidders must indicate the Brand and Model Number offered when appropriate.
7. Failure to follow these instructions will disqualify your entire quotation.

**Please quote your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The information stated below shall be the basis for the evaluation and calculation of your quotation.**

  
**JAMES BENEDICT E. BAGSIC**  
OIC, SPMO

ITEM NO.	GENERAL DESCRIPTION	STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
1	Backdrops for the Investiture of the Chancellor on 2 Dec 2022. size:10 ft x 15 ft; full-color printing; large print; to be printed on a canvass cloth; effect of print: laminated and glossy; to be placed at the Convention Center			pc	2	25,000.00	50,000.00			
2	Backdrops for the Investiture of the Chancellor on 2 Dec 2022. size:7 ft x 12 ft; full-color printing; large print; to be printed on a canvass cloth; effect of print: laminated and glossy; to be placed at the UPB lobby and IM Plaza			pc	2	15,000.00	30,000.00			
	<b>-Delivery Period: within 15 calendar days upon receipt of Purchase Order</b>									
	<b>-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM</b>									
	<b>-xxx Nothing Follows xxx-</b>									
<b>TOTAL:</b>							<b>80,000.00</b>	<b>BID TOTAL:</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>										

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

Name of the Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Representative: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_

Tel. No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_

# Investiture of Corazon L. Abansi, PhD

Third Chancellor of the University of the Philippines Baguio

02 December 2022, 10:00 a.m.

Baguio Convention Center, Baguio City



7 ft x 12 ft



# Investiture

of

# Corazon L. Abansi, PhD

Third Chancellor of the University of the Philippines Baguio

02 December 2022

1044 x 1544