



**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
 Governor Pack Road, Baguio City, Benguet, CAR  
 VAT Reg. TIN: 000-864-006-00007  
 Telefax No.: (074) 442-3484

**Request for Quotation**  
**UPB Supply and Property Management Office**

Date: September 09, 2019  
 RFQ No.: 1397  
 MOP: Shopping

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than **(September 16, 2019)** in the return Envelope attached herewith.

- Note: 1. All entries must be typewritten and/ or legibly handwritten.  
 2. Delivery period within 30 calendar days upon receipt of purchase order.  
 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 30 calendar days  
 5. MAYOR'S/BUSINESS PERMIT and PHILGEPS REGISTRATION CERTIFICATE shall be attached upon submission of the quotation  
 6. Bidders shall submit original brochures showing certifications of the product being offered, if applicable  
 7. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.  
 8. Others: For toner cartridges and ink consumables, refill, remanufacture, not original deliveries will be rejected and returned at the expense of supplier.

**Various Office Supplies for Projects**

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (PLI check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
1	A4 (white, multi-copy paper, 8.27x11.69", 500 sheets/pck) 80GSM	pck	70			250.00	17,500.00		
2	Engineering field notebooks - 80 -160 pages, hardbound	pc	50			550.00	27,500.00		
3	Envelope, mailing, white, 70 gsm	box	1			350.00	350.00		
4	Folder, plastic, L-type, for A4 size documents	pck	1			250.00	250.00		
5	Folder, tagboard, for A4 size documents	pck	2			320.00	640.00		
6	Gel Ink Pen (acid free refillable, 0.5mm extra fine, color: black, 6pcs/box)	box	9			300.00	2,700.00		
7	Gel Ink Pen (acid free refillable, 0.5mm extra fine, color: blue, 6pcs/box)	box	5			300.00	1,500.00		
8	Gel Ink Pen (acid free refillable, 0.5mm extra fine, color: red, 6pcs/box)	box	5			300.00	1,500.00		
9	Long Coupon bond (white, multi-copy paper, 8.5x13", 500 sheets/pck)	pck	10			150.00	1,500.00		
10	Magazine file rack (color: green, 15.5x10x4.5)	pc	50			250.00	12,500.00		
11	Marker permanent (super color, bullet type, marks for all surfaces, instant dry, japan quality, refillable, water-proof-permanent, color: BLACK, 12pc/box)	box	1			400.00	400.00		
12	Marker permanent (super color, bullet type, marks for all surfaces, instant dry, japan quality, refillable, water-proof-permanent, color: BLUE, 12pc/box)	box	1			400.00	400.00		
13	Marker permanent (super color, bullet type, marks for all surfaces, instant dry, japan quality, refillable, water-proof-permanent, color: BROWN, 12pc/box)	box	1			400.00	400.00		
14	Marker permanent (super color, bullet type, marks for all surfaces, instant dry, japan quality, refillable, water-proof-permanent, color: GREEN, 12pc/box)	box	1			400.00	400.00		
15	Marker permanent (super color, bullet type, marks for all surfaces, instant dry, japan quality, refillable, water-proof-permanent, color: ORANGE, 12pc/box)	box	1			400.00	400.00		
16	Marker permanent (super color, bullet type, marks for all surfaces, instant dry, japan quality, refillable, water-proof-permanent, color: RED, 12pc/box)	box	1			400.00	400.00		
17	Marker permanent (super color, bullet type, marks for all surfaces, instant dry, japan quality, refillable, water-proof-permanent, color: VIOLET, 12pc/box)	box	1			400.00	400.00		

18	Marker permanent (super color,bullet type,marks for all surfaces,Instant dry,japan quality,refillable,water-proof-permanent,color: YELLOW,12pc/box)	box	1		400.00	400.00		
19	Masking Tape (1Inch)	pc	50		30.00	1,500.00		
20	Paper, colored, assorted, 250 sheets per ream, A4 size, 9 colors in one ream	rm	3		230.00	690.00		
21	Paper, multicopy, A3 size	rm	3		500.00	1,500.00		
22	Pencil (#2,medium yellow,12pcs/box)	box	5		80.00	400.00		
23	Puncher (2 holes,6mm diameter hole punch,heavy duty)	pc	2		350.00	700.00		
24	Record book, 500 pages, size: 214mm x 278mm min	pc	10		120.00	1,200.00		
25	Short Coupon bond (white,multi-copy paper,8.5x11",500 sheets/pck)	pck	10		150.00	1,500.00		
26	Ultra fine pen (0.4mm,color:BLACK,12PCS/box)	box	1		1,250.00	1,250.00		
27	ballpen (color: Black,0.5,50pcs/box)	box	2		700.00	1,400.00		
28	clear book (refillable,blue,Long,atleast 30 pages))	pc	20		60.00	1,200.00		
29	clear book (refillable,blue,a4,atleast 30 pages))	pc	20		60.00	1,200.00		
30	metal desk tray (black,atleast 3 layers,atleast 9x14)	pc	1		1,000.00	1,000.00		
31	notebook (152x216mm,80 sheets,white sheet)	pc	50		60.00	3,000.00		
32	overhead projection marker (fine,permanent,Indelible,black)	pc	50		50.00	2,500.00		
33	scissors ( durable,stainless steel blade -200mmx8",soft grip)	pc	30		80.00	2,400.00		
34	self inking dater	pc	1		250.00	250.00		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>					<b>TOTAL:</b>	<b>P 90,830.00</b>		

Please quote at your government price (including VAT) and state that 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 or on or before the deadline stated herein.

  
**IRENE ENRIQUEZ**  
 Chief, SPMO

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

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

PE # 10856  
 10782  
 10884