



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

**REQUEST FOR QUOTATION  
National Service Training Program**

PROCUREMENT PROJECT: Supply of Labor and Materials for the Printing Services of NSTP.  
Purchase Request no.: 19032  
Approved Budget of the Contract: Php 154,870.00

Date: March 16, 2023  
RFQ No.: 2919  
MOP: NP - Small Value Procurement

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Bidder should attach a copy of the latest **Mayor's/ Business Permit, PhilGEPS Registration Number**  
Additional Documentary Requirements for **ABCs above Php 50,000.00:**
  - 2a. For **Corporations and Cooperatives:** A Notarized Secretary's Certificate or Notarized Board Resolution.
  - 2b. For **Sole Proprietorship:** A Notarized Special Power of Attorney if the Omnibus Sworn Statement Affiant is other than the Sole Proprietor.
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. 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 **spmoupbagulo@up.edu.ph, cc: bac.upbagulo@up.edu.ph** with the RFQ No. as the subject **NOT LATER THAN 5:00 PM on 21 March 2023.**
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 price, government price (including VAT), on the item/s listed below, subject to the General Conditions below and stating the shortest time of delivery. The information indicated below shall be the basis for the evaluation and calculation of your quotation.**

**MARY ANNE R. HIVERA**  
Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	<b>PROCUREMENT PROJECT: Supply of Labor and Materials for the Printing Services of NSTP</b>								
1	Polo Shirt (2XL) Maroon, cotton, with NSTP logo and name of the university printed (see attached shirt design)	pc	15			₱ 295.00	₱ 4,425.00		
2	Polo Shirt (extra large) Maroon, cotton, with NSTP logo and name of the university printed (see attached shirt design)	pc	43			₱ 295.00	₱ 12,685.00		
3	Polo Shirt (extra small) Maroon, cotton, with NSTP logo and name of the university printed (see attached shirt design)	pc	34			₱ 280.00	₱ 9,520.00		
4	Polo Shirt (large) Maroon, cotton, with NSTP logo and name of the university printed (see attached shirt design)	pc	120			₱ 280.00	₱ 33,600.00		
5	Polo Shirt (medium) Maroon, cotton, with NSTP logo and name of the university printed (see attached shirt design)	pc	185			₱ 280.00	₱ 51,800.00		
6	Polo Shirt (small) Maroon, cotton, with NSTP logo and name of the university printed (see attached shirt design)	pc	153			₱ 280.00	₱ 42,840.00		
	<b>Suppliers to indicate the following details to their bid:</b>								
	<i>Delivery Term:</i>								
	<i>Warranty (if applicable):</i>								
<b>TOTAL:</b>							₱ 154,870.00		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>									

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: \_\_\_\_\_





