



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

**REQUEST FOR QUOTATION
Museo Kordilyera**

PROCUREMENT PROJECT: Supply of Labor and Materials for the Printing of Children's Book for Museo Kordilyera Merchandise
Purchase Request no.: 18731
Approved Budget of the Contract: Php 112,500.00

Date: 23 March 2023
RFQ No.: 2936
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 spm@up.edu.ph, bac.upbaguio@up.edu.ph with the RFQ No. as the subject **NOT LATER THAN 5:00 PM on 30 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.

sgd

MARY ANNE R. RIVERA
Head, SPMO

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				
	PROCUREMENT PROJECT: Supply of Labor and Materials for the Printing of Children's Book for Museo Kordilyera Merchandise								
1	Reprinting of children's book (Aramay's Sinned) Third printing of 1st edition Children's textile books on weaving Size: 14 inches x 18 inches spread Size: 7 inches x 9 inches folded size Pages: Total of 28 including cover	copy	150			₱ 150.00	₱ 22,500.00		
2	Reprinting of children's book (Baltanay's Laktob) Third printing of 1st edition Children's textile books on weaving Size: 14 inches x 18 inches spread Size: 7 inches x 9 inches folded size Pages: Total of 28 including cover	copy	150			₱ 150.00	₱ 22,500.00		
3	Reprinting of children's book (Benita and the Binobodan) Third printing of 1st edition Children's textile books on weaving Size: 14 inches x 18 inches spread Size: 7 inches x 9 inches folded size Pages: Total of 28 including cover	copy	150			₱ 150.00	₱ 22,500.00		
4	Reprinting of children's book (Dalpug and the Isnag Badu) Third printing of 1st edition Children's textile books on weaving Size: 14 inches x 18 inches spread Size: 7 inches x 9 inches folded size Pages: Total of 28 including cover	copy	150			₱ 150.00	₱ 22,500.00		
5	Reprinting of children's book (Fata'an and her Tila) Third printing of 1st edition Children's textile books on weaving Size: 14 inches x 18 inches spread Size: 7 inches x 9 inches folded size Pages: Total of 28 including cover	copy	150			₱ 150.00	₱ 22,500.00		
	Suppliers to indicate the following details to their bid:								
	Delivery Term:								
	Warranty (if applicable):								
TOTAL:							₱ 112,500.00		
TOTAL QUOTED AMOUNT IN WORDS:									

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: _____