

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

PROCUREMENT PROJECT: Supply of Labor and Materials for the Printing Services of UP Baguio
Purchase Request no.: 18997, 18984
Approved Budget of the Contract: Php 192,000.00

Date: RFQ No.: March 06, 2023

MOP:

2893 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 Affant 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 spmo.upbagulo@up.edu.ph, cc: bac.upbagulo@up.edu.ph with the RFQ No. 2893 as the subject NOT LATER THAN 5:00 PM on 10 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

OTAL CUDIEL GENERAL DESCRIPTION QTY PRICE Printing of The Cordillera Review Vol. XI, Nos. 1 and 2 Specifications: Size; 5"x9" (folded size) "Cover. 4 pages Inside: 184 pages Stock Foldcote cal.72 Color; Fullcolors Others: With matte lamination Inside: Stock: Matte #60 lbs.; Color: One (1) Color. Process: CTP Offset Printing: Quantity: 300 copies; Lay-out ready (POF File); Maximum of three (3) free print-outs/proofs to be provided by the lot 1 80,000,00 00.000,08 printing press for approval and signature prior to mass printing. Proofs must be delivered within 5 days of turnover, Print-out must use exact specs (paper, binding and cut) in the PR; Including generation of bar code based on ISBN via bar code generation software; Must include delivery charge Delivery within 15-30 days of print-out sign-off. Printing of The Cordillera Review Vol. XII, Nos. 1 and 2 Specifications: Size: 6"x9" (folded size) ' Cover: 4 pages Inside: 248 pages Stock Fodotote cal.72 Color: Fullcolors Others: With matte laminationInside: Stock: Matte #80 tbs.; Color: One (1) Color, Process: CTP Offset Printing: Quantity: 300 copies; Lay-out ready (PDF File); Maximum 2 of three (3) free print-outs/proofs to be provided by the printing press for approval and signature prior to mass printing. Proofs must be delivered within 5 days of turnover. lot 1 ₱ 95,000.00 | ₱ 95,000.00 Print-out must use exact specs (paper, binding and out) in the PR; Including generation of bar code based on ISBN via bar code generation software; Must include delivery charge; Delivery within 15-30 days of print-out sign-off. Printing of PCMP. Perfect bind 21 x 29.7 cm or 6.27 x 11.69 inches 80 gsm 120 pages Cover - front and back (colored with design) UV print, top coat Laser print, 17,000,00 100 P 170.00 Suppliers to indicate the following details to their bld: Delivery Term: Warranty (if applicable). TOTAL: P 192,000.00 TOTAL QUOTED AMOUNT IN WORDS: After having carefully read and accepted your General Conditions, I/We quote you on the Items at prices noted ab

Name of the Company: Address; Name of Representative:	Tel. No. : Fax No. ; Email Address:	
Position:	Date:	· · · · · · · · · · · · · · · · · · ·
Signature:		
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