



UNIVERSITY OF THE PHILIPPINES BAGUIO

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 Telephone No. 074-442-3484
 Email Address: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of Various Office Supplies for the University
 Purchase request No.: 19393 | 19356 |19392 | 19281 |19423
 Approved Budget for the Contract: ₱ 111,030.00

Date: 20 April, 2023
 RFQ No.: 2987
 MOP: Shopping (b)

INSTRUCTIONS:

1. Accomplish this RFQ correctly and completely.
2. Bidder should attach a copy of the latest Business Permit and Philgeps Registration.
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 spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph with RFQ No. **2987** as part of the subject NOT LATER THAN **5:00 PM** on **24 April, 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 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.

[Signature]
MARY ANNE R. RIVERA
 Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
1	ARCH FILE RING BINDER, 3 ring; Legal size			pc	6	₱ 250.00	₱ 1,500.00		
2	Alkaline Battery for Alcohol dispensers at CSS Alkaline C 1.5V 2 pcs/pack			pck	12	₱ 220.00	₱ 2,640.00		
3	Assorted colors gel pen 0.5 mm, 10 pcs per pack			pck	6	₱ 250.00	₱ 1,500.00		
4	BATTER, dry cell, size AAA, two (2) pieces per blister pack			pck	20	₱ 35.00	₱ 700.00		
5	BP-1RT Retractable Fine Ballpoint Pen 0.77 mm 12/box Color: Black			box	5	₱ 220.00	₱ 1,100.00		
6	BP-1RT Retractable Fine Ballpoint Pen 0.77 mm 12/box Color: Blue			box	5	₱ 220.00	₱ 1,100.00		
7	BP-1RT Retractable Fine Ballpoint Pen 0.77 mm 12/box Color: Red			box	5	₱ 220.00	₱ 1,100.00		
8	Black gel pen, 0.5 mm			pc	50	₱ 30.00	₱ 1,500.00		
9	Blue gel pen, 0.5 mm			pc	50	₱ 30.00	₱ 1,500.00		
10	Bond Paper: Size - A4, 80 GSM			rm	10	₱ 400.00	₱ 4,000.00		
11	CERTIFICATE HOLDER, Letter size Made with No. 30 Paste Board, #6 (.15mm) PVC Gamossa and #6 (.15mm) PVC Transparent Color: black			pc	10	₱ 55.00	₱ 550.00		
12	CLEARBOOK, A4 size; 20 sheets; Color: Green			pc	10	₱ 50.00	₱ 500.00		
13	CLEARBOOK, A4 size; 20 sheets; Color: Black			pc	10	₱ 50.00	₱ 500.00		
14	CLEARBOOK, Legal size; 20 sheets; Color: Black			pc	10	₱ 60.00	₱ 600.00		
15	CLEARBOOK, Legal size; 20 sheets; Color: Violet			pc	10	₱ 60.00	₱ 600.00		
16	CLEAR SHEET PROTECTOR for 3 ring binder, 11 holes; 100 sheets; legal size			pck	4	₱ 350.00	₱ 1,400.00		
17	CLIP BOARD, Folding: Legal size; waterproof leather cover; LONG:35*23CM Color: Black			pc	10	₱ 130.00	₱ 1,300.00		
18	CLIP, Back fold; 19MM (3/4"); metal Color: Black			box	6	₱ 25.00	₱ 150.00		
19	CLIP, Back fold; 25 MM (1"); metal Color: Black			box	6	₱ 35.00	₱ 210.00		
20	CLIP, Back fold; 32 MM (1 1/4"); metal Color: Black			box	6	₱ 40.00	₱ 240.00		
21	CLIP, Back fold; 41 MM (1 5/8"); metal Color: Black			box	6	₱ 55.00	₱ 330.00		
22	CLIP, Back fold; 51 MM (2"); metal Color: Black			box	6	₱ 85.00	₱ 510.00		
23	CORRECTION TAPE, Roller; White; 32m*5mm			pc	12	₱ 50.00	₱ 600.00		
24	DATA FILE BOX, made of chipboard; with closed ends; Size: 15 inches x 9.5 inches x 4.5 inches colour: black			pc	4	₱ 200.00	₱ 800.00		

25	DATA FILE BOX, made of plastic; 4 layer plastic file rack; Color: Green		pc	4	P	600.00	P	2,400.00		
26	DATA FILE BOX, made of plastic; 4 layer plastic file rack; Color: black		pc	4	P	600.00	P	2,400.00		
27	DATA FOLDER,With taglia lock; made of chipboard Size: 3" x 9" x 15.5"Inches		pc	4	P	250.00	P	1,000.00		
28	DISINFECTANT SPRAY, Aerosol type, 400-550 grams		cn	6	P	600.00	P	3,600.00		
29	ENVELOPE(EXPANDING), Kraftboard, ,for legal size doc, Color: Brown		pc	40	P	25.00	P	1,000.00		
30	FASTENER, metal; heavy duty; Size: 15 cm		box	2	P	80.00	P	160.00		
31	FILE FOLDER ORGANIZING RACK, metal; 3 layers Color: Black Size: 15 inches x 9.5 inches x 4.5 inches		pc	2	P	600.00	P	1,200.00		
32	FILE TAB DIVIDER, for legal size documents		pc	20	P	115.00	P	2,300.00		
33	FOLDER, Expanding green w/o tab, long, thick us 20pts.		pc	120	P	35.00	P	4,200.00		
34	FOLDER, FANCY, Legal, 50 pieces per bundle		bun	2	P	450.00	P	900.00		
35	FOLDER, TAGBOARD, for A4 size documents		pc	50	P	9.00	P	450.00		
36	FOLDER, TAGBOARD, for legal documents, 100 pieces per pack		pck	2	P	400.00	P	800.00		
37	FOLDER, TAGBOARD, for legal size documents		pc	50	P	10.00	P	500.00		
38	GEL PEN; Color: black, 0.5mm, Soft Grip		pc	40	P	35.00	P	1,400.00		
39	GLUE, all purpose liquid glue gross weight: 16 ounce		btl	2	P	400.00	P	800.00		
40	Gel Roller Pen 0.5mm ball needlepoint A super smooth blend of liquid and gel inks Rubber grip for hours of comfortable writing Stylish dark metallic-look chunky barrel Metal pocket clip Color: Black 12 per box		box	5	P	1,100.00	P	5,500.00		
41	Gel Roller Pen 0.5mm ball needlepoint A super smooth blend of liquid and gel inks Rubber grip for hours of comfortable writing Stylish dark metallic-look chunky barrel Metal pocket clip Color: Blue 12 per box		box	5	P	1,100.00	P	5,500.00		
42	Gel Roller Pen 0.5mm ball needlepoint A super smooth blend of liquid and gel inks Rubber grip for hours of comfortable writing Stylish dark metallic-look chunky barrel Metal pocket clip Color: Red 12 per box		box	5	P	1,100.00	P	5,500.00		
43	Highlighter pen, color blue		pc	5	P	45.00	P	225.00		
44	Highlighter pen, color green		pc	5	P	45.00	P	225.00		
45	Highlighter pen, color orange		pc	5	P	45.00	P	225.00		
46	Highlighter pen, color pink		pc	5	P	45.00	P	225.00		
47	Highlighter pen, color violet		pc	5	P	45.00	P	225.00		
48	Highlighter pen, color yellow		pc	5	P	45.00	P	225.00		
49	MARKER FLOURESCENT, 3 pcs/set Color: Green, Pink, Orange		set	2	P	150.00	P	300.00		
50	MARKER FLOURESCENT, 3 pcs/set Color: Lavender, Yellow Blue		set	2	P	150.00	P	300.00		
51	MARKER, PERMANENT; bullet type, Color: black		pc	6	P	50.00	P	300.00		
52	MARKER, WHITEBOARD; bullet type, Color: black		pc	6	P	50.00	P	300.00		
53	NOTEPAD, STICK-ON; MULTI COLOR, Size: 2x3 inches		pd	10	P	70.00	P	700.00		
54	NOTEPAD, STICK-ON; MULTI COLOR, Size: 3x3 inches		pd	10	P	80.00	P	800.00		
55	NOTEPAD, STICK-ON; MULTI COLOR, Size: 7.5X15mm		pd	6	P	50.00	P	300.00		
56	Overhead Projection Marker Fineline, Permanent, Water Resistant Needle point OHP Pen Durable tip Color: Black Point Size: 0.25mm 12/box		box	1	P	650.00	P	650.00		
57	Overhead Projection Marker Fineline, Permanent, Water Resistant Needle point OHP Pen Durable tip Color: Black Point Size: 0.5mm 12/box		box	1	P	650.00	P	650.00		
58	PAPER CLIP, MULTI COLOR, Size: 32 mm 100 pieces per box or 52 grams (min.)		box	10	P	20.00	P	200.00		
59	PAPER CLIP, MULTI COLOR, Size: 48 mm 100 pieces per box or 52 grams (min.)		box	10	P	27.00	P	270.00		
60	PAPER PUNCHER ; heavy duty;with two hole guide,Color: black		pc	4	P	500.00	P	2,000.00		
61	PAPER, MULTI-PURPOSE; A4 Size Size: 210mm x 297mm		rm	28	P	235.00	P	6,580.00		
62	PAPER, MULTI-PURPOSE; Legal size Size: 70 gsm., size: 216mm x 330mm		rm	10	P	250.00	P	2,500.00		

63	PAPER, MULTI-PURPOSE; Letter size Size: 70 gsm., size: 216mm x 279mm		rm	20	P	220.00	P	4,400.00		
64	PEN HOLDER; Mesh Cube Metal Stand Organizer, Dimension: 21 x 11x10cm		pc	4	P	160.00	P	640.00		
65	PENCIL SHARPENER; Stainless steel with metal body Color: green Item Dimension:11.5 x 6.5 x 6.5 cm(Length x Width x Thickness)		pc	4	P	800.00	P	3,200.00		
66	PENCIL; #2; yellow, 12 pcs per box		box	10	P	100.00	P	1,000.00		
67	RECORD BOOK, 300 PAGES; size: 214mm x 278mm		bk	10	P	90.00	P	900.00		
68	RETRACTABLE GEL PEN, Color: Black, 0.5 mm		pc	40	P	35.00	P	1,400.00		
69	RULER, Plastic; 450 mm		pc	4	P	15.00	P	60.00		
70	Resealable bags, transparent, 13 x 18" or 340 x 450mm, 100 pcs per pack		pck	6	P	850.00	P	5,100.00		
71	SCISSOR, symmetrical, blade length; 65mm Color: black		pc	10	P	90.00	P	900.00		
72	SPECIALTY PAPER, A4 size; 300-smooth 250 gsm bottom edge, 10 pcs per pack		pck	10	P	45.00	P	450.00		
73	SPECIALTY PAPER, letter size; 300-smooth 250 gsm bottom edge, 10 pcs per pack		pck	10	P	45.00	P	450.00		
74	STAPLE WIRE, Standard; 5,000 pcs per box		box	10	P	45.00	P	450.00		
75	STAPLER, Standard Type; load cap: 200 staples per box		pc	8	P	150.00	P	1,200.00		
76	Specialty Paper for Certificates 200 GSM Color: Pale Cream Size: A4 Sheets: 100 per pack		pck	1	P	370.00	P	370.00		
77	Specialty Paper for Certificates 200 GSM Color: White Size: A4 Sheets: 100 per pack		pck	1	P	370.00	P	370.00		
78	Stapler: type: desk stapler, Heavy Duty, all metal construction, loads up to 210 staples, high quality, original, color: black		pc	2	P	1,000.00	P	2,000.00		
79	Sticky notes, assorted colors, 3 in x 3 in, 100 sheets per stack		pck	20	P	110.00	P	2,200.00		
80	TAPE DISPENSER TABLE TOP; 24mm width tape Color: apple green		pc	8	P	350.00	P	2,800.00		
81	TAPE, masking tape; width 24 mm		rol	20	P	45.00	P	900.00		
82	TAPE, transparent; width 24 mm		rol	20	P	25.00	P	500.00		
<p>-- Delivery Period: within 30 calendar days upon receipt of Purchase Order</p> <p>-- PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM</p> <p>*** Nothing Follows ***</p> <p style="text-align: right;">TOTAL: P 111,030.00</p>										
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: _____	_____
Signature: _____	Date: _____