



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: TOTE BAGS FOR UP BAGUIO  
 Purchase request No.: 19652  
 Approved Budget for the Contract: P90,000.00

Date: 14 June, 2023  
 RFQ No.: 3120  
 MOP: SMALL VALUE PROCUREMENT

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Business Permit, Philgeps Registration and Notarized Omnibus Sworn Statement for above P50,000.  
 In Addition:  
 2a. For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;  
 2b. For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
- Warranty shall be 6 months for supplies and materials, 1 year for equipment from the date of acceptance of the Procuring Entity.
- Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph), [rmsabelo@up.edu.ph](mailto:rmsabelo@up.edu.ph) with RFQ No. **3120** as part of the subject NOT LATER THAN **5:00 PM** on **23 June, 2023**.
- Price validity shall be for a period of 90 calendar days.
- Bidders must indicate the Brand and Model Number offered when appropriate.
- 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.

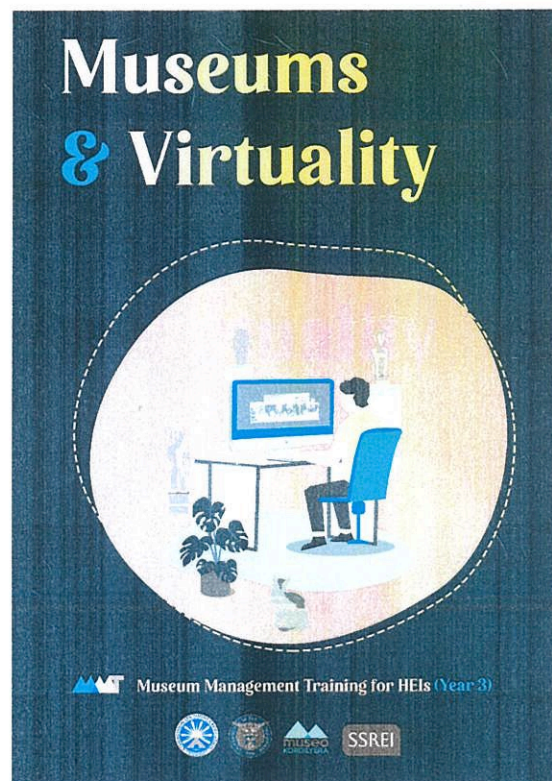
**MARY ANNE R. RIVERA**  
 Head, SPMO

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	Supply of labor and materials for 300 tote bags and printing of graphics on each tote bag on one side -Tote bag made of thick canvas, 220-240 GSM -Tote bag side approx. 13.5" x 16" x 3" (W x H x Depth), with zipper enclosure  -Printing is heat press on one side only, A4 size colored (logo, training details, other info) -Supplier to provide sample tote bag with print for approval of end-user prior to mass production -Please refer to layout, layout guide, and sample tote bag photo			lot	1	PHP 90,000.00	PHP 90,000.00		
<b>Contract Award: Per lot</b> - Delivery Period: Within 30 calendar days upon receipt of valid Purchase Order - PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM *** Nothing Follows ***							<b>TOTAL: P 90,000.00</b>		
<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: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TOTE BAG DESIGN



Please note the position of the A4 size see guide, medyo mas mababa talaga sya from the top para di agad natatakpan ng arms ng maydala ng bag

