



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of 3rd and 4th Quarter Office Supplies for the University  
 Purchase request No.: 19971, 19985, 19989, 20000, 20003, 19945, 19988, 19991, 20001, 20005  
 Approved Budget for the Contract: ₱ 263,208.98

Date: 30 June, 2023  
 RFQ No.: 3180  
 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 Number**.
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 [spmno.upbaguio@up.edu.ph](mailto:spmno.upbaguio@up.edu.ph) & [cgtipac@up.edu.ph](mailto:cgtipac@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) with RFQ No. **3180** as part of the subject NOT LATER THAN **12:00 PM on 5 July, 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.**

*MAR*  
**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        | CLEARBOOK, 20 transparent pockets, A4                        |   |    | piece  | 2   | P 40.00    | P 80.00     |                   |                    |
| 2        | CLEARBOOK, 20 transparent pockets, legal                     |   |    | piece  | 6   | P 40.00    | P 240.00    |                   |                    |
| 3        | ERASER, plastic/ rubber                                      |   |    | piece  | 10  | P 8.00     | P 80.00     |                   |                    |
| 4        | SIGN PEN, Black, liquid or gel                               |   |    | piece  | 171 | P 25.00    | P 4,275.00  |                   |                    |
| 5        | SIGN PEN, Blue, liquid or gel                                |   |    | piece  | 147 | P 25.00    | P 3,675.00  |                   |                    |
| 6        | SIGN PEN, Red, liquid or gel                                 |   |    | piece  | 37  | P 25.00    | P 925.00    |                   |                    |
| 7        | WRAPPING PAPER, kraft, 50 sheets per pack                    |   |    | pack   | 1   | P 210.00   | P 210.00    |                   |                    |
| 8        | BATTERY, dry cell, size AA, Two (2) pieces per blister pack  |   |    | pack   | 104 | P 50.00    | P 5,200.00  |                   |                    |
| 9        | BATTERY, dry cell, size AAA, Two (2) pieces per blister pack |   |    | pack   | 81  | P 60.00    | P 4,860.00  |                   |                    |
| 10       | BATTERY, dry cell, size D, Two (2) pieces per blister pack   |   |    | pack   | 8   | P 110.00   | P 880.00    |                   |                    |
| 11       | INK, for stamp pad, 50mL                                     |   |    | bottle | 4   | P 40.00    | P 160.00    |                   |                    |
| 12       | GLUE, all-purpose, 200 grams                                 |   |    | jar    | 4   | P 100.00   | P 400.00    |                   |                    |
| 13       | STAPLE WIRE, standard  |   |    | box    | 5   | P 40.00    | P 200.00    |                   |                    |
| 14       | TAPE, electrical   |   |    | roll   | 20  | P 35.00    | P 700.00    |                   |                    |
| 15       | TAPE, masking, 24mm  |   |    | roll   | 51  | P 50.00    | P 2,550.00  |                   |                    |
| 16       | TAPE, masking, 48 mm   |   |    | roll   | 15  | P 80.00    | P 1,200.00  |                   |                    |
| 17       | TAPE, packaging, 48 mm                                       |   |    | roll   | 14  | P 40.00    | P 560.00    |                   |                    |
| 18       | TAPE, transparent, 24mm                                      |   |    | roll   | 109 | P 20.00    | P 2,180.00  |                   |                    |
| 19       | TAPE, transparent, 48 mm                                     |   |    | roll   | 38  | P 30.00    | P 1,140.00  |                   |                    |
| 20       | TWINE, plastic   |   |    | roll   | 6   | P 100.00   | P 600.00    |                   |                    |
| 21       | CALCULATOR, Compact  |   |    | unit   | 2   | P 266.24   | P 532.48    |                   |                    |
| 22       | CLIP, backfold, 19mm   |   |    | box    | 24  | P 18.00    | P 432.00    |                   |                    |
| 23       | CLIP, backfold, 25mm   |   |    | box    | 19  | P 25.00    | P 475.00    |                   |                    |
| 24       | CLIP, backfold, 32mm   |   |    | box    | 19  | P 40.00    | P 760.00    |                   |                    |
| 25       | CLIP, backfold, 50mm   |   |    | box    | 14  | P 80.00    | P 1,120.00  |                   |                    |
| 26       | CORRECTION TAPE, 8 meters                                    |   |    | piece  | 122 | P 25.00    | P 3,050.00  |                   |                    |
| 27       | DATA FILE BOX  |   |    | piece  | 21  | P 130.00   | P 2,730.00  |                   |                    |
| 28       | DATING AND STAMPING MACHINE                                  |   |    | piece  | 1   | P 350.00   | P 350.00    |                   |                    |
| 29       | ENVELOPE, Documentary, A4, 500 pieces per box                |   |    | box    | 1   | P 900.00   | P 900.00    |                   |                    |
| 30       | ENVELOPE, Expanding, Kraft, 100 pieces per box               |   |    | box    | 2   | P 1,300.00 | P 2,600.00  |                   |                    |
| 31       | FOLDER with tab, A4, 100 pieces per pack                     |   |    | pack   | 2   | P 500.00   | P 1,000.00  |                   |                    |
| 32       | FOLDER with tab, legal, 100 pieces per pack                  |   |    | pack   | 3   | P 500.00   | P 1,500.00  |                   |                    |
| 33       | MAGAZINE FILE BOX, Large                                     |   |    | piece  | 6   | P 150.00   | P 900.00    |                   |                    |
| 34       | MARKER, Flourescent, 3 colors per set                        |   |    | set    | 15  | P 50.00    | P 750.00    |                   |                    |
| 35       | MARKER, Permanent, Black                                     |   |    | piece  | 30  | P 40.00    | P 1,200.00  |                   |                    |
| 36       | MARKER, Permanent, Blue                                      |   |    | piece  | 28  | P 40.00    | P 1,120.00  |                   |                    |
| 37       | MARKER, Permanent, Red                                       |   |    | piece  | 25  | P 40.00    | P 1,000.00  |                   |                    |
| 38       | MARKER, Whiteboard, Black                                    |   |    | piece  | 24  | P 60.00    | P 1,440.00  |                   |                    |
| 39       | MARKER, Whiteboard, Blue                                     |   |    | piece  | 24  | P 60.00    | P 1,440.00  |                   |                    |
| 40       | MARKER, Whiteboard, Red                                      |   |    | piece  | 22  | P 60.00    | P 1,320.00  |                   |                    |
| 41       | PAPER CLIP, vinly/plastic coated, 33mm                       |   |    | box    | 25  | P 12.00    | P 300.00    |                   |                    |
| 42       | PAPER CLIP, vinly/plastic coated, jumbo, 50mm                |   |    | box    | 24  | P 25.00    | P 600.00    |                   |                    |
| 43       | PENCIL, lead/graphite, with eraser, one (1) dozen per box    |   |    | box    | 8   | P 70.00    | P 560.00    |                   |                    |

| ITEM NO. | GENERAL DESCRIPTION   | Compliance with technical specifications (Pls. check) |    | UOM   | QTY | UNIT PRICE | TOTAL PRICE | QUOTED UNIT PRICE | TOTAL QUOTED PRICE |
|----------|---|---|----|-------|-----|------------|-------------|-------------------|--------------------|
|          |   | YES   | NO |       |     |            |             |                   |                    |
| 44       | RUBBER BAND No. 18, 350g  |   |    | box   | 1   | P 190.00   | P 190.00    |                   |                    |
| 45       | STAMP PAD, felt   |   |    | piece | 8   | P 50.00    | P 400.00    |                   |                    |
| 46       | SCISSORS, symmetrical or asymmetrical   |   |    | pair  | 7   | P 50.00    | P 350.00    |                   |                    |
| 47       | STAPLER, standard type  |   |    | piece | 10  | P 150.00   | P 1,500.00  |                   |                    |
| 48       | TAPE DISPENSER, table top   |   |    | piece | 2   | P 120.00   | P 240.00    |                   |                    |
| 49       | NOTE PAD, stick on, 2" x 3", 100 sheets per pad                                 |   |    | pad   | 86  | P 30.00    | P 2,580.00  |                   |                    |
| 50       | NOTE PAD, stick on, 3" x 4", 100 sheets per pad                                 |   |    | pad   | 74  | P 40.00    | P 2,960.00  |                   |                    |
| 51       | NOTE PAD, stick on, 3" x 3", 100 sheets per pad                                 |   |    | pad   | 56  | P 30.00    | P 1,680.00  |                   |                    |
| 52       | PAPER, MULTICOPY A4, 500 sheets per ream  |   |    | ream  | 325 | P 230.00   | P 74,750.00 |                   |                    |
| 53       | PAPER, MULTICOPY LEGAL, 500 sheets per ream                                     |   |    | ream  | 130 | P 260.00   | P 33,800.00 |                   |                    |
| 54       | PAPER, MULTIPURPOSE A4, 500 sheets per ream                                     |   |    | ream  | 24  | P 230.00   | P 5,520.00  |                   |                    |
| 55       | PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream                                  |   |    | ream  | 15  | P 260.00   | P 3,900.00  |                   |                    |
| 56       | PAPER, parchment, 100 sheets per box  |   |    | box   | 2   | P 350.00   | P 700.00    |                   |                    |
| 57       | RECORD BOOK, 300 PAGES  |   |    | book  | 4   | P 160.00   | P 640.00    |                   |                    |
| 58       | RECORD BOOK, 500 PAGES  |   |    | book  | 14  | P 200.00   | P 2,800.00  |                   |                    |
| 59       | Battery for Computer, CPU, CR 2032  |   |    | pc    | 12  | P 60.00    | P 720.00    |                   |                    |
| 60       | BATTERY, size 9v, alkaline, 1 piece per blister pack                            |   |    | pack  | 3   | P 210.00   | P 630.00    |                   |                    |
| 61       | Buttons, magnetic   |   |    | pck   | 3   | P 50.00    | P 150.00    |                   |                    |
| 62       | Cartolina, white, thick   |   |    | piece | 50  | P 15.00    | P 750.00    |                   |                    |
| 63       | Chipboard, 22" x 36", size#30   |   |    | piece | 50  | P 70.00    | P 3,500.00  |                   |                    |
| 64       | Cutting mat, green, for A3, A4, and A5  |   |    |       | 2   | P 400.00   | P 800.00    |                   |                    |
| 65       | Dater, 3mm, self-inking   |   |    | pc    | 1   | P 380.00   | P 380.00    |                   |                    |
| 66       | Desk Organizer/File tray, legal size, 3 layers                                  |   |    | pc    | 8   | P 500.00   | P 4,000.00  |                   |                    |
| 67       | Envelope, expanding, kraftboard, legal size                                     |   |    | pc    | 30  | P 18.00    | P 540.00    |                   |                    |
| 68       | FASTENER, Metal with plastic coating  |   |    | pc    | 11  | P 40.00    | P 440.00    |                   |                    |
| 69       | Flash Drive 32 GB, High Quality, USB 3.0  |   |    | pc    | 3   | P 550.00   | P 1,650.00  |                   |                    |
| 70       | FLASH DRIVE, 16 GB  |   |    | pc    | 2   | P 250.00   | P 500.00    |                   |                    |
| 71       | Folder Pressboard, Color Green, Legal Size                                      |   |    | pc    | 200 | P 14.00    | P 2,800.00  |                   |                    |
| 72       | FOLDER, expanding green w/o tab long thick us 20 pts.                           |   |    | pc    | 40  | P 35.00    | P 1,400.00  |                   |                    |
| 73       | FOLDER, Expanding with green tab, legal   |   |    | pcs   | 10  | P 25.00    | P 250.00    |                   |                    |
| 74       | FOLDER, Expanding, A4   |   |    | pc    | 18  | P 20.00    | P 360.00    |                   |                    |
| 75       | FOLDER, L-Type, Legal Size  |   |    | pcs   | 30  | P 9.00     | P 270.00    |                   |                    |
| 76       | FOLDER, Tagboard, for A4 size documents   |   |    | pack  | 4   | P 450.00   | P 1,800.00  |                   |                    |
| 77       | FOLDER, Tagboard, for legal size documents                                      |   |    | pack  | 5   | P 475.00   | P 2,375.00  |                   |                    |
| 78       | folder, tagboard, legal, light brown outside cover, white inside                |   |    | piece | 150 | P 6.00     | P 900.00    |                   |                    |
| 79       | MARKER, permanent, chisel type, black   |   |    | pc    | 9   | P 40.00    | P 360.00    |                   |                    |
| 80       | Marker, Permanent, Chisel Type, blue  |   |    | pc    | 4   | P 40.00    | P 160.00    |                   |                    |
| 81       | Marker, Permanent, Chisel Type, red   |   |    | pc    | 2   | P 40.00    | P 80.00     |                   |                    |
| 82       | Note Flags 5 colors per set   |   |    | pck   | 38  | P 35.00    | P 1,330.00  |                   |                    |
| 83       | Notebook, Spiral, Big, 8.5" x 11"   |   |    | piece | 11  | P 40.00    | P 440.00    |                   |                    |
| 84       | Paper for certificates (Board) 10 pcs/pack                                      |   |    | pck   | 14  | P 38.00    | P 532.00    |                   |                    |
| 85       | Paper, colored, assorted, A4, 250 sheets per ream                               |   |    | rm    | 2   | P 250.00   | P 500.00    |                   |                    |
| 86       | PAPER, colored, BLUE (A4), GSM 80, 500 sheets per ream                          |   |    | rm    | 1   | P 400.00   | P 400.00    |                   |                    |
| 87       | PAPER, colored, BLUE (legal), GSM 80, 500 sheets per ream                       |   |    | rm    | 10  | P 420.00   | P 4,200.00  |                   |                    |
| 88       | PAPER, colored, GREEN (A4), GSM 80, 500 sheets per ream                         |   |    | rm    | 5   | P 400.00   | P 2,000.00  |                   |                    |
| 89       | PAPER, colored, GREEN (legal), GSM 80, 500 sheets per ream                      |   |    | rm    | 2   | P 420.00   | P 840.00    |                   |                    |
| 90       | PAPER, colored, PINK (A4), GSM 80, 500 sheets per ream                          |   |    | rm    | 1   | P 400.00   | P 400.00    |                   |                    |
| 91       | PAPER, colored, YELLOW (A4), GSM 80, 500 sheets per ream                        |   |    | rm    | 1   | P 400.00   | P 400.00    |                   |                    |
| 92       | PAPER, colored, YELLOW (legal), GSM 80, 500 sheets per ream                     |   |    | rm    | 8   | P 420.00   | P 3,360.00  |                   |                    |
| 93       | Paper, Matte sticker paper, A4  |   |    | pack  | 42  | P 50.00    | P 2,100.00  |                   |                    |
| 94       | Paper, multicopy, A3 (297x420 mm)   |   |    | ream  | 2   | P 450.00   | P 900.00    |                   |                    |
| 95       | Paper, multicopy, letter, for laser printing 80gsm                              |   |    | ream  | 18  | P 230.00   | P 4,140.00  |                   |                    |
| 96       | Paper, Photopaper A3 size, NOT GLOSSY   |   |    | pack  | 2   | P 400.00   | P 800.00    |                   |                    |
| 97       | Paper, Poster paper, Size 13" x 20" Kromekote 189                               |   |    | piece | 5   | P 16.50    | P 82.50     |                   |                    |
| 98       | Paper, Specialty board paper (pale cream; 210 x 297mm; 200 gsm; 10 sheets/pack) |   |    | pack  | 17  | P 40.00    | P 680.00    |                   |                    |
| 99       | Paper, Specialty board paper (pale cream; 8.5 X 13"; 200 gsm; 10 sheets/pack)   |   |    | pack  | 24  | P 40.00    | P 960.00    |                   |                    |
| 100      | Paper, Specialty board paper (white); 8.5 X 13"; 200 gsm; 10 sheets/pack)       |   |    | pack  | 14  | P 40.00    | P 560.00    |                   |                    |
| 101      | Pen, Ballpoint pen, OG-5 black, ordinary  |   |    | piece | 148 | P 7.00     | P 1,036.00  |                   |                    |
| 102      | Pen, Ballpoint pen, OG-5 blue, ordinary   |   |    | piece | 53  | P 7.00     | P 371.00    |                   |                    |
| 103      | Pen, Ballpoint pen, OG-5 red, ordinary  |   |    | pc    | 38  | P 7.00     | P 266.00    |                   |                    |
| 104      | Pen, ballpoint, BPS fine, Japan, Black  |   |    | pc    | 90  | P 28.00    | P 2,520.00  |                   |                    |
| 105      | Pen, ballpoint, BPS fine, Japan, Blue   |   |    | pc    | 78  | P 28.00    | P 2,184.00  |                   |                    |
| 106      | PEN, Ballpoint, BPS Fine, Japan, Green  |   |    | pc    | 12  | P 28.00    | P 336.00    |                   |                    |
| 107      | Pen, ballpoint, BPS fine, Japan, Red  |   |    | pcs   | 33  | P 28.00    | P 924.00    |                   |                    |
| 108      | PEN, Marking Pen, Whiteboard, chisel Type refillable, black                     |   |    | pcs   | 34  | P 60.00    | P 2,040.00  |                   |                    |
| 109      | PEN, Marking Pen, Whiteboard, chisel Type refillable, blue                      |   |    | pc    | 34  | P 60.00    | P 2,040.00  |                   |                    |
| 110      | Pen, OHP pen, Blue  |   |    | piece | 6   | P 60.00    | P 360.00    |                   |                    |
| 111      | Pen, OHP pen, Green   |   |    | piece | 6   | P 60.00    | P 360.00    |                   |                    |

| ITEM NO.  | GENERAL DESCRIPTION  | Compliance with technical specifications (Pls. check) |    | UOM   | QTY | UNIT PRICE | TOTAL PRICE                | QUOTED UNIT PRICE | TOTAL QUOTED PRICE |
|---|--|---|----|-------|-----|------------|----------------------------|-------------------|--------------------|
|   |  | YES   | NO |       |     |            |                            |                   |                    |
| 112   | PEN, sign pen, violet, 0.5 pt.   |   |    | pcs   | 11  | P 28.00    | P 308.00                   |                   |                    |
| 113   | Pen, Sign PEN, black blue, 0.5 pt.   |   |    | pcs   | 81  | P 28.00    | P 2,268.00                 |                   |                    |
| 114   | Pen, SIGN PEN, Brown, 0.5 pt.  |   |    | pc    | 11  | P 28.00    | P 308.00                   |                   |                    |
| 115   | Pen, Sign pen, green, 0.5 pt.  |   |    | pc    | 6   | P 28.00    | P 168.00                   |                   |                    |
| 116   | Pencil, with eraser, Eberhard Faber, no.2                                      |   |    | box   | 1   | P 100.00   | P 100.00                   |                   |                    |
| 117   | Photo Paper, A4, Glossy  |   |    | pack  | 8   | P 80.00    | P 640.00                   |                   |                    |
| 118   | Photo Paper, A4, Matte   |   |    | pack  | 5   | P 80.00    | P 400.00                   |                   |                    |
| 119   | Photopaper, A3 size, GLOSSY  |   |    | pack  | 2   | P 250.00   | P 500.00                   |                   |                    |
| 120   | Post-it Flag 680 Sign Here Yellow 25x43mm (50 sheets)                          |   |    | pad   | 18  | P 200.00   | P 3,600.00                 |                   |                    |
| 121   | Push Pins, Flat head type, assorted colors, 100 pcs. per case                  |   |    | case  | 3   | P 35.00    | P 105.00                   |                   |                    |
| 122   | Ribbon, Typewriter, manual typewriter  |   |    | pc    | 5   | P 40.00    | P 200.00                   |                   |                    |
| 123   | RULER, METAL, 12"  |   |    | pc    | 2   | P 60.00    | P 120.00                   |                   |                    |
| 124   | Tape, Double-sided, 1"   |   |    | roll  | 19  | P 35.00    | P 665.00                   |                   |                    |
| 125   | Tape, Duct tape, black   |   |    | box   | 2   | P 90.00    | P 180.00                   |                   |                    |
| 126   | Thumb tacks  |   |    | roll  | 7   | P 18.00    | P 126.00                   |                   |                    |
| 127   | PEN, sign pen, green, 0.4 pt.  |   |    | piece | 8   | P 80.00    | P 640.00                   |                   |                    |
| 128   | Glue, high solid acrylic liquid bonding agent                                  |   |    | piece | 5   | P 100.00   | P 500.00                   |                   |                    |
| 129   | Paper, specialty board, green, vellum, 8.5"x11", 220 GSM, 10 sheets/pack,      |   |    | pack  | 10  | P 40.00    | P 400.00                   |                   |                    |
| 130   | Paper, specialty board, corn yellow, vellum, 8.5"x11", 220 GSM, 10 sheets/pack |   |    | pack  | 10  | P 40.00    | P 400.00                   |                   |                    |
| 131   | Gel Pen .5mm (10 colors in one set)  |   |    | set   | 6   | P 250.00   | P 1,500.00                 |                   |                    |
| <b>Contract Award: Per line item</b><br><b>Delivery Period: within 30 calendar days upon receipt of Purchase Order</b><br><b>**WARRANTY INCLUDED</b><br>*** Nothing Follows *** |  |   |    |       |     |            |                            |                   |                    |
|   |  |   |    |       |     |            | <b>TOTAL: P 263,208.98</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: \_\_\_\_\_