



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.: 19654, 19733 & 19773
 Approved Budget for the Contract: P 172,770.00

Date: 14 June, 2023
 RFQ No.: 3123
 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 spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph with RFQ No. **3123** as part of the subject NOT LATER THAN **5:00 PM** on **19 June, 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.

Mari
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	Ballpen Retractable, medium point, 1.0mm, black 40 pcs/pack			pck	5	P 720.00	P 3,600.00		
2	Pencil, Mechanical Medium point 0.7mm 40 pcs/pack			pck	5	P 700.00	P 3,500.00		
3	Engineer's field book Black approx. 11.94cm x 1.5cm 18.8cm (L x W x H) Hardbound with conversion tables with formula guides at the back			pc	150	P 150.00	P 22,500.00		
4	ID case with lanyard 2 1/8" x 3 3/8" standard ID size Plain color lanyard, assorted color			pc	50	P 150.00	P 7,500.00		
5	3-hole PUNCHER, paper, heavy duty			pc	2	P 1,800.00	P 3,600.00		
6	BINDER, 3-ring, D-type, legal			pr	20	P 200.00	P 4,000.00		
7	Buttons, magnetic			pck	20	P 60.00	P 1,200.00		
8	CLIP, bulldog, Small, 10/pack			pck	2	P 100.00	P 200.00		
9	CUTTER/UTILITY KNIFE, for general purpose			pc	4	P 50.00	P 200.00		
10	Color Divider for 12-tab binder FC size			pc	20	P 100.00	P 2,000.00		
11	Corkboard, with frame 100 x 200cm			pc	1	P 2,500.00	P 2,500.00		
12	Desk Organizer/File tray, legal size, 3 layers			pc	1	P 450.00	P 450.00		
13	Desktop Organizer -Desktop, wood -Multi-compartment, with shelves >=12 inches in length			pc	1	P 400.00	P 400.00		
14	Envelope, expanding, kraftboard, legal size			pc	100	P 30.00	P 3,000.00		
15	MARKER, fluorescent			set	20	P 55.00	P 1,100.00		
16	MARKER, permanent, blue, bullet type			pc	20	P 50.00	P 1,000.00		
17	MARKER, permanent, chisel type, black			pc	12	P 50.00	P 600.00		
18	Marker, Permanent, Chisel Type, blue			pc	12	P 50.00	P 600.00		
19	Marker, Permanent, Chisel Type, red			pc	12	P 50.00	P 600.00		
20	PAPER, MULTICOPY, A4, 80 gsm			rm	50	P 240.00	P 12,000.00		
21	PAPER, MULTICOPY, Legal, 80gsm			rm	50	P 260.00	P 13,000.00		
22	PEN, Marking Pen, Whiteboard, chisel Type refillable, black			pc	12	P 60.00	P 720.00		
23	PEN, Marking Pen, Whiteboard, chisel Type refillable, blue			pc	12	P 60.00	P 720.00		
24	PENCIL, lead, with eraser			box	20	P 80.00	P 1,600.00		
25	PUNCHER, paper, heavy duty			pc	2	P 200.00	P 400.00		
26	Padded Envelope With bubble wrap lining Self adhesive Yellow 11" x 15"			pc	100	P 50.00	P 5,000.00		
27	Padded Envelope With bubble wrap lining Self adhesive Yellow 9" x 13"			pc	100	P 40.00	P 4,000.00		
28	Pen, BALLPEN, retractable, gel pen, 50s per pack, black 0.5mm			box	4	P 300.00	P 1,200.00		
29	Pen, MARKING PEN, whiteboard, chisel typerefillable, red			pc	12	P 50.00	P 600.00		
30	Push Pins, Flat head type, assorted colors, 100 pcs. per case			cas	2	P 60.00	P 120.00		
31	RULER, METAL, 12"			pc	12	P 50.00	P 600.00		
32	Scissors, Heavy duty scissors: length: 26 cm; material: stainless steel; heavy duty stainless steel blade			pc	4	P 100.00	P 400.00		
33	Stapler with Staple wire remover			pc	2	P 150.00	P 300.00		
34	Stickers label -Rectangle -for 3-ring binder			pc	20	P 200.00	P 4,000.00		
35	TAPE, MASKING, 48mm			rol	50	P 170.00	P 8,500.00		
36	TAPE, packaging, 48mm			rol	50	P 35.00	P 1,750.00		
37	TAPE, transparent, 48mm			rol	50	P 35.00	P 1,750.00		

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		YES	NO						
38	TWINE, plastic			rol	5	P 100.00	P 500.00		
39	folder, tagboard, legal, light brown outside cover, white inside			pc	100	P 8.00	P 800.00		
40	CLIP, bulldog, Large, 10/pack			pck	2	P 150.00	P 300.00		
41	CLIP, bulldog, Medium, 10/pack			pck	2	P 125.00	P 250.00		
42	Ink, Epson M200, T774, Black			btl	5	P 2,000.00	P 10,000.00		
43	Ink, Epson T664c (Cyan)			btl	5	P 500.00	P 2,500.00		
44	Ink, Epson T664m (Magenta)			btl	5	P 500.00	P 2,500.00		
45	Ink, Epson T664y (Yellow)			btl	5	P 500.00	P 2,500.00		
46	Paper, multicopy, A4, 80 gsm			rm	15	P 310.00	P 4,650.00		
47	Paper, multicopy size- A3(11.7" x 16.5") approx. 75 to 90 gsm.			rm	10	P 500.00	P 5,000.00		
48	Photo Paper waterproof glossy, size- A3- (11.7" x 16.5") 200 to 230 gsm. (20 sheets per pack)			pck	40	P 250.00	P 10,000.00		
49	Photo Paper matte, Size- A3 (11.7" x 16.5") 200 to 230 gsm. (20 sheets per pack)			pck	40	P 250.00	P 10,000.00		
50	Photo Paper waterproof glossy, A4 size 210gsm (20 sheets per pack)			pck	40	P 150.00	P 6,000.00		
51	Paper, parchment- size-A4 100 sheets per box			box	1	P 360.00	P 360.00		
52	Paper, Special board paper (pale cream; 8.5 x 13"; 200gsm (10 sheets per pack)			pck	40	P 55.00	P 2,200.00		
<p>Contract Award: Per line item Delivery Period: within 30 calendar days upon receipt of Purchase Order PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM *** Nothing Follows ***</p> <p style="text-align: right;">TOTAL: P 172,770.00</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: _____