



UNIVERSITY OF THE PHILIPPINES BAGUIO

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 VAT Reg. TIN: 000-864-006-00007
 Telephone No. 074-442-3484
 Email Address: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Printing service for production of additional and new merchandise for the Museo Kordilyera Bookshop

Purchase request No.: 19884

Approved Budget for the Contract: **₱ 74,100.00**

Date: 04 August, 2023
 RFQ No.: 3241
 MOP: SMALL VALUE PROCUREMENT

INSTRUCTIONS:

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest **Business Permit, Philgeps Registration Number** and **Notarized Omnibus Sworn** Statement for above ₱50,000.
 In Addition:
 - For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
 - 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 and cc: bac.upbaguio@up.edu.ph, rmsabelo@up.edu.ph with RFQ No. **3241** as part of the subject NOT LATER THAN **12:00 PM on 8 August, 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	Ceramic white mug Capacity: 11 oz Customized design with full color heat press of Museo Kordilyera Logo and text ETHNOGRAPHIC MUSEUM • UP BAGUIO wrapped around the logo. Font: Open Sans Light Packaging: with individual boxes - Inclusive of free sample/proofs to be provided by the printing press for approval and signature prior to mass printing.			pc	100	PHP 100.00	PHP 10,000.00		
2	Frosted mug Capacity: 11 oz Customized design with full color heat press of Museo Kordilyera Logo and text ETHNOGRAPHIC MUSEUM • UP BAGUIO wrapped around the logo. Font: Open Sans Light Packaging: with individual boxes - Inclusive of free sample/proofs to be provided by the printing press for approval and signature prior to mass printing.			pc	100	PHP 120.00	PHP 12,000.00		
3	T-shirt Color: Black Print: Rubberized Silkscreen Size: SMALL (10pcs) MEDIUM (10PCS) LARGE (15PCS) XL (15PCS) 2XL (15PCS) Brand: Yalex, Round neck Design Print: Customized design: Museo Kordilyera logo and text ETHNOGRAPHIC MUSEUM • UP BAGUIO wrapped around the logo. - Inclusive of free sample/proofs to be provided by the printing press for approval and signature prior to mass printing.			pc	65	PHP 320.00	PHP 20,800.00		

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
4	T-shirt Color: Acid Dark Gray Print: Rubberized Silkscreen Size: SMALL (10pcs) MEDIUM (10PCS) LARGE (15PCS) XL (15PCS) 2XL (15PCS) Brand: Yalex, Round neck Design Print: Customized design: Museo Kordilyera logo and text ETHNOGRAPHIC MUSEUM • UP BAGUIO wrapped around the logo. - Inclusive of free sample/proofs to be provided by the printing press for approval and signature prior to mass printing.			pc	65	PHP 320.00	PHP 20,800.00			
5	T-shirt Color: Acid Dark Gray Print: Rubberized Silkscreen Size: XL (15pcs) 2XL (15PCS) Brand: V-NECK Design Print: Customized design: Museo Kordilyera logo and text ETHNOGRAPHIC MUSEUM • UP BAGUIO wrapped around the logo. - Inclusive of free sample/proofs to be provided by the printing press for approval and signature prior to mass printing.			pc	30	PHP 350.00	PHP 10,500.00			
Contract Award: Per line item - Delivery Period: Within 30 Calendar Days upon receipt of Purchase Order - Payment Term: 30 Calendar Days <small>*** Nothing Follows ***</small>							TOTAL PRICE:	<u>P 74,100.00</u>	BID TOTAL	_____
									Payment Term:	_____
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: _____

FROSTED
MUG



CERAMIC
WHITE
MUG



6/29/23, 1:39 PM

17.png



MK LOGO: W: 4" | L: 3"

TEXT: ETHNOGRAPHIC MUSEUM • UP BAGUIO

■ WRAP TEXT AROUND THE LOGO

7/5/23, 10:32 AM

gray v neck.png



MK LOGO: W: 4" | L: 3"

FONT: OPEN SANS LIGHT

TEXT: ETHNOGRAPHIC MUSEUM • UP BAGUIO

- WRAP TEXT AROUND THE LOGO

6/29/23, 1:38 PM

SHIRT GRAY.png



MK LOGO: W: 4" | L: 3"

FONT: OPEN SANS LIGHT

TEXT: ETHNOGRAPHIC MUSEUM • UP BAGUIO

- WRAP TEXT AROUND THE LOGO