



UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR
 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: SUPPLY AND LABOR OF PRINTING SERVICES FOR UP-BAGUIO
 Purchase request No: 20789, 20816, 20470, 20544
 Approved Budget for the Contract: P 78,300.00

Date: 21 September, 2023
 RFQ No.: 3428
 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 P50,000.
 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. **3428** as part of the subject NOT LATER THAN **12:00 NN** on **28 September, 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.

RLT
RUEL C. LESTINO
 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	Bag, Tote Bag Type : Off-white Canvass Type Size : 12 x 14 x 3 DFT Print Labor and Materials			pc	22	PHP 300.00	PHP 6,600.00		
2	Labor for printing of Geographical Indications Guidebook with specifications: - A4 folded - softbound front and back cover (colored matte finish) - 28 inside pages with colored illustrations For October 15, 2023			bk	200	PHP 150.00	PHP 30,000.00		
3	Learning Kit small tote bag-canvass, maroon, w/ UP Library logo, w/ velcro tape lock, 14"L x 12.5"W, thick material,			pc	14	PHP 300.00	PHP 4,200.00		
4	Supply of Labor and Materials for the Personalized canvass tote bag with CAC logo Bag size: 15.5" x 15" (LxW) Color: Cream Type of Print: DTF print *see attached lay-out			pc	150	PHP 250.00	PHP 37,500.00		

Contract Award: Per line item
 - Delivery Period: On October 15, 2023
 - Payment Term: 30 Calendar Days
*** Nothing Follows ***

TOTAL PRICE: P 78,300.00 **BID TOTAL** _____

Payment Term: _____

TOTAL QUOTED AMOUNT IN WORDS: _____

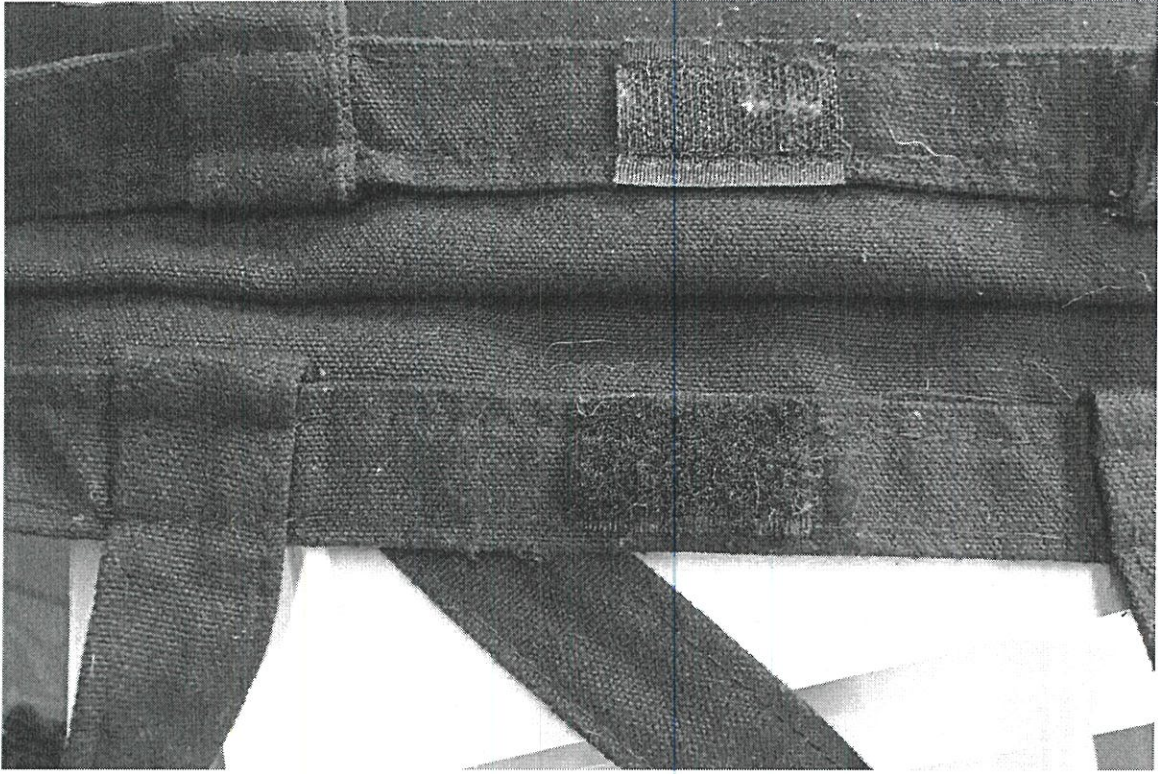
After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above.

Name of the Company: _____ Tel. No. : _____
 Address: _____ Fax No. : _____
 Name of Representative: _____ Email Address: _____
 Position: _____
 Signature: _____ Date: _____





Cordillera
Creative Writing
Workshop
2023



↳ color: maroon



