



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: 000-864-006-00007

**REQUEST FOR QUOTATION
Office of the Vice Chancellor for Academic Affairs**

PROCUREMENT PROJECT: Supply of Labor and Materials for the Printing Services of the 2023 Faculty Conference Kits
Purchase Request no.: 20976
Approved Budget of the Contract: Php 56,100.00

Date: 2 October 2023
RFQ No.: 3184
MOP: NP - Small Value Procurement

INSTRUCTIONS:

- Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
- Bidder should attach a copy of the latest **Mayor's/ Business Permit, PhilGEPS Registration Number, Notarized Omnibus Sworn, Statement (ABCs above Php 50,000.00)**
Additional Documentary Requirements for **ABCs above Php 50,000.00:**
 - For **Corporations and Cooperatives:** A Notarized Secretary's Certificate or Notarized Board Resolution.
 - For **Sole Proprietorship:** A Notarized Special Power of Attorney if the Omnibus Sworn Statement Affiant is other than the Sole Proprietor.
- Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
- Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to **mpberganio@up.edu.ph cc: spmo.upbagulo@up.edu.ph, bac.upbagulo@up.edu.ph** with the RFQ No. as the subject **NOT LATER THAN 5:00 PM on 11 October 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 price, government price (including VAT), on the item/s listed below, subject to the General Conditions below and stating the shortest time of delivery. The information indicated below shall be the basis for the evaluation and calculation of your quotation.

RLT
RUEL C. LESTINO
Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	PROCUREMENT PROJECT: Supply of Labor and Materials for the Printing Services of the 2023 Faculty Conference Kits								
1	170 personalized pens with UV printing: - Printing of graphics on each pen on one side - Ballpoint; plastic design; 0.7 mm; black ink - Color design: 85 pcs green, and 85 pcs red -Supplier to provide sample ballpens with print for approval of end-user prior to mass production (Refer to the attached layout guide and sample ballpen)	pc	170			₱ 80.00	₱ 13,600.00		
2	Supply of labor and materials for 170 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"x15" (W x H) -Printing is heat press on one side only, A4 size colored (UP Logo and other information) -Supplier to provide sample tote bag with print for approval of end-user prior to mass production (Refer to the attached layout guide and sample tote bag)	pc	170			₱ 250.00	₱ 42,500.00		
	Suppliers to indicate the following details to their bid:								
	<i>Delivery Term:</i>								
	<i>*Warranty:</i>								
TOTAL:							₱ 56,100.00		
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: _____ Date: _____
Signature: _____



PRINT:



2023 FACULTY
CONFERENCE

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Service
Honor
Excellence

