

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR

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Email Address: [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph)**REQUEST FOR QUOTATION (RFQ)**PROCUREMENT PROJECT: **Various Office Supplies for the University**Purchase Request Nos.: **20661 | 20985 | 21000 | 20780 | 20998 | 20833 | 20836 | 20379 | 20716 | 20809 | 20415 | 20564 | 20776 | 20832 | 20992 | 20671 | 20756 | 20777**Approved Budget for the Contract: **P 149,794.00**Date: **20 October 2023**RFQ No. **3515**MOP: **Shopping (b)****INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of your duly authorized representative/s.
- Bidder should attach a copy of the latest Business Permit, PhilGEPS Registration Number and Notarized Omnibus Sworn Statement for an Approved Budget for the Contract (ABC) above ₱50,000 except for Shopping as an Alternative Method of Procurement that requires the latest business permit and PhilGEPS registration only. **Quotations exceeding the ABC shall be rejected.**  
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\*\*, if appropriate, shall be six (6) months for supplies and materials, one (1) year for equipment from the date of acceptance of the Procuring Entity.
- Submit your quotation, *preferably sealed*, at the Supply and Property Management Office, UP Baguio **OR** send to this email address only - [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) with the subject heading **RFQ No. 3515** NOT LATER THAN **5:00 PM** on **27 October 2023**.
- Price validity shall be for a period of 90 calendar days.
- IF APPLICABLE**, bidders shall indicate the Brand and Model Number of the item/s being offered.
- 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.**

Canvassed by: Cyril Jhan G. Tip-ac

  
**RUEL C. LESTINO**  
 Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		BRAND (N/A if not applicable)	Unit of Measure (ex. pc, lot, M)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO							
1	ERASER, felt, for blackboard/whiteboard				pc	2	P 24.00	P 48.00		
2	BLADE, for general purpose cutter/utility knife, 10 piece per tube				tub	2	P 24.00	P 48.00		
3	SHARPENER, Metal, 1 hole, Silver				pc	2	P 60.00	P 120.00		
4	Flaglets / document tabs				pck	5	P 35.00	P 175.00		
5	METAL FASTENER, 50 sets per box				box	15	P 50.00	P 750.00		
6	Stapler with staple wire remover Can staple up to 20 pages Staple Size: #35 Color: Assorted colors				pc	5	P 250.00	P 1,250.00		
7	Pencil sharpener Manual hand crank operation with a metal table mount. Large shavings bin and sharpens wood/ colored pencils Assorted color				pc	3	P 700.00	P 2,100.00		
8	Extra heavy duty batteries, 2a, 2 pcs/pack				pck	15	P 120.00	P 1,800.00		
9	Specialty Paper for Certificates 200 GSM Color: Pale Cream Size: A4 Sheets: 100 per pack				pck	2	P 300.00	P 600.00		
10	Specialty Paper for Certificates 200 GSM Color: White Size: A4 Sheets: 100 per pack				pck	2	P 300.00	P 600.00		
11	BP-1RT Retractable Fine Ballpoint Pen 0.77 mm 12/box Color: Black				box	10	P 220.00	P 2,200.00		
12	Clear OPP Plastic with ADHESIVE 100pcs/pack, self adhesive, transparent, min. 9x11in				pck	25	P 200.00	P 5,000.00		
13	LAMINATING FILM, A4, 250 micron, 100 pieces per pack				pck	3	P 1,500.00	P 4,500.00		
14	Archival file folder 1/2" Tab Legal size file folders lignin-free; buffered; 8.0-9.5 pH; 10 pt. folder stock; cream or white; passed P.A.T.; 100 pcs/pack				pck	6	P 5,000.00	P 30,000.00		
15	Sign pen Color: Black, Retractable, Gel Pen, 0.5mm to 0.7mm				pc	120	P 85.00	P 10,200.00		
16	Ballpoint Pen-Color: blue, retractable				pc	60	P 45.00	P 2,700.00		
17	Ballpoint Pen-Color: red, retractable				pc	60	P 45.00	P 2,700.00		
18	Notebook- color: multi, size; A6; ruled or lined sheets; PU leather cover				pc	40	P 80.00	P 3,200.00		
19	Stapler-Desktop type, black, heavy duty				pc	3	P 400.00	P 1,200.00		
20	Specialty paper-color:white; size: A4 180-200gsm (100 set of 10s)				pc	10	P 30.00	P 300.00		
21	Card case-hard case, Transparent fits A4 document				pc	50	P 60.00	P 3,000.00		
22	Paper for Certificate of Graduation & Honorable Dismissal; Color: Pale Cream or white 90-100 GSM Paper Size: A4 (8.25 x 11.75 inches) 10pcs per pack				pck	120	P 50.00	P 6,000.00		
23 SVP v.2023	Paper for Certificate of Transfer Credentials; Color: Pale Cream or white 90-100 GSM Paper Size: 8.5in x 13in 10pcs per pack				pck	100	P 80.00	P 8,000.00		

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		YES	NO							
24	Paper for Official Transcript of Records (for Transfer & Graduate Students) Color: White 80-100 GSM Paper Size: 8.5in x 14in (215.9 mm x 355.6 mm)				rm	10	P 500.00	P 5,000.00		
25	Specialty paper White 100/pack				pck	2	P 170.00	P 340.00		
26	Paper fastener Metal 50/pack, 7cm				pck	3	P 80.00	P 240.00		
27	thumbtacks				box	1	P 18.00	P 18.00		
28	black ballpen				pc	10	P 10.00	P 100.00		
29	blue ballpen				pc	10	P 10.00	P 100.00		
30	red ballpen				pc	10	P 10.00	P 100.00		
31	Battery dry cell size AA (4 pcs per blister pack)				pck	4	P 100.00	P 400.00		
32	Battery dry cell size AAA (4 pcs per blister pack)				pck	4	P 140.00	P 560.00		
33	Black stamp pad, felt				pc	2	P 50.00	P 100.00		
34	blue stamp pad, felt				pc	2	P 50.00	P 100.00		
35	white board eraser				pc	2	P 30.00	P 60.00		
36	Single hole fastener 100				box	1	P 65.00	P 65.00		
37	whiteboard with boarder 4X6ft				pc	1	P 4,900.00	P 4,900.00		
38	black cartolina				pc	10	P 15.00	P 150.00		
39	Blue cartolina				pc	10	P 15.00	P 150.00		
40	Red cartolina				pc	10	P 15.00	P 150.00		
41	Yellow cartolina				pc	10	P 15.00	P 150.00		
42	Green cartolina				pc	10	P 15.00	P 150.00		
43	White cartolina				pc	10	P 15.00	P 150.00		
44	Dark brown cartolina				pc	10	P 15.00	P 150.00		
45	Pad paper for grade 1				pc	5	P 15.00	P 75.00		
46	assorted color construction paper				rm	2	P 300.00	P 600.00		
47	Paper, Multicolor A4 500 sheets per ream				rm	4	P 230.00	P 920.00		
48	paper, multicolor Legal 500				rm	4	P 260.00	P 1,040.00		
49	blue acrylic paint 100 ml				btl	5	P 90.00	P 450.00		
50	red acrylic paint 100 ml				btl	5	P 90.00	P 450.00		
51	yellow acrylic paint 100 ml				btl	5	P 90.00	P 450.00		
52	black acrylic paint 100 ml				btl	5	P 90.00	P 450.00		
53	white acrylic paint 100 ml				btl	5	P 90.00	P 450.00		
54	brown acrylic paint 100 ml				btl	5	P 90.00	P 450.00		
55	white glue				gal	1	P 1,400.00	P 1,400.00		
56	Craft Counter roll paper				rol	2	P 425.00	P 850.00		
57	erasers				pc	20	P 8.00	P 160.00		
58	Jumbo pencil				pc	20	P 11.00	P 220.00		
59	24 piece Crayons				box	20	P 120.00	P 2,400.00		
60	Sharpener for Jumbo pencils				pc	2	P 50.00	P 100.00		
61	Yarn - assorted colors				rol	10	P 20.00	P 200.00		
62	Popsicle stick big				pck	4	P 60.00	P 240.00		
63	Popsicle stick small				pck	5	P 30.00	P 150.00		
64	magnetic Plastic cover				yd	10	P 50.00	P 500.00		
65	Acrylic pain brushes a set of 5				set	5	P 200.00	P 1,000.00		
66	Tape transparent 24mm				rol	5	P 50.00	P 250.00		
67	Tape transparent 48 mm				rol	5	P 80.00	P 400.00		
68	Laminating Pouches 100 pcs, 222X286mm. 125 micron				pck	2	P 900.00	P 1,800.00		
69	TAPE, electrical				rol	10	P 30.00	P 300.00		
70	ENVELOPE, Expanding, Kraft, 100 piece per box				box	1	P 900.00	P 900.00		
71	OLDER, L-type, legal, 50 piece per pack				pck	2	P 240.00	P 480.00		
72	PENCIL, lead/graphite, with eraser, one (1) dozen per box				box	10	P 30.00	P 300.00		
73	NOTEBOOK, stenographer				pc	150	P 50.00	P 7,500.00		
74	Clear Book Folder File Folder Organizer Color: White Size: A4 (210 x 297 mm) Material: Polypropylene plastic, thick type Quantity of Pages: 100 100 pcs/box				pc	5	P 900.00	P 4,500.00		
75	Clear Book Folder File Folder Organizer Color: White Size: Legal/ long size (220 x 360 mm) Material: Polypropylene plastic, thick type Quantity of Pages: 100 100 pcs/box				pc	5	P 1,100.00	P 5,500.00		
76	Note Flags 5 colors per set				pck	10	P 50.00	P 500.00		
77	Multi purpose glue 150g				pc	5	P 80.00	P 400.00		
78	ENVELOPE, Expanding, Kraft, 100 piece per box				box	1	P 1,200.00	P 1,200.00		
79	FOLDER, L-type, legal,				pc	100	P 9.00	P 900.00		
80	CUTTER/UTILITY KNIFE, for general purpose				pc	7	P 60.00	P 420.00		
81	FOLDER, pressboard, 100 piece per box				box	1	P 1,100.00	P 1,100.00		
82	Colored Paper for various forms Size: 8.5" x 13" Color: Light Pink 80 gsm 500 sheets/ ream (please see attached sample)				rm	5	P 250.00	P 1,250.00		
83	Colored Paper for various forms Size: 8.5" x 13" Color: Light Yellow 80 gsm 500 sheets/ ream (please see attached sample)				rm	10	P 250.00	P 2,500.00		
84	Colored Paper for various forms Size: 8.5" x 13" Color: Dark blue 80 gsm 500 sheets/ ream (please see attached sample)				rm	5	P 250.00	P 1,250.00		

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		YES	NO								
85	Colored Paper for various forms Size: 8.5" x 13" Color: light green 80 gsm 500 sheets/ ream (please see attached sample)				rm	10	P 250.00	P 2,500.00			
86	Ballpen - ordinary, retractable; BLACK, 0.5 mm (50 pieces/tube)				tub	1	P 300.00	P 300.00			
87	Ballpen - Ordinary, 0.5 pt, BLUE (12 pcs/box)				box	2	P 200.00	P 400.00			
88	Folder, tagboard, Legal size, light brown outside cover, white inside				pc	100	P 5.00	P 500.00			
89	Folder, tagboard, A4 size, light brown outside cover, white inside				pc	100	P 4.50	P 450.00			
90	Scissors, 8"				pc	5	P 85.00	P 425.00			
91	Signpen, 0.5, black				box	1	P 280.00	P 280.00			
92	Signpen, 0.5, blue				box	1	P 280.00	P 280.00			
93	Signpen, 0.5, green				box	1	P 280.00	P 280.00			
94	Signpen, 0.7mm, BLACK				box	1	P 750.00	P 750.00			
<b>Contract Award:</b> <u>Per line item</u> <b>Delivery Period:</b> <u>within 30 calendar days upon receipt of Purchase Order</u> <b>**WARRANTY INCLUDED</b> <b>▲▲▲Nothing Follows ▲▲▲</b>											
								<b>TOTAL:</b>	<b>P 149,794.00</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: \_\_\_\_\_