

## 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:

Purchase Request No.:

22191

Approved Budget for the Contract: ₱ 70,000.00

Date: RFO No.: MOP: 2024

## **INSTRUCTIONS:**

1. 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.

2. 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 reaistration only. Ouotations exceeding the ABC shall be rejected.
In Addition:

2a. For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;

2b. For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.

- 3. 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.
- 4. Submit your quotation, preferably sealed, at the Supply and Property Management Office, UP Baguio **QR** send to this email address ONLY <a href="mailto:spmo.upbaguio@up.edu.ph">spmo.upbaguio@up.edu.ph</a> and cc: <a href="mailto:bac.upbaguio@up.edu.ph">bac.upbaguio@up.edu.ph</a> with the subject heading RFQ No. 4179 NOT LATER THAN 5:00 PM on 15 April 2024.
- 5. Price validity shall be for a period of 90 calendar days.
- 6. IF APPLICABLE, bidders shall indicate the Brand and Model Number of the item/s being offered.
- 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.

Canvassed by: James Benedict E. Bagsic

RUELC. DESTINO Head, SPMO NU

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		BRAND (N/A if not applicable)	Unit of Mea- sure (ex. pc, lot, kl)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE*	TOTAL QUOTED PRICE
		YES	NO							
1	Printing of Conference Book of Abstracts, 300 copies Size: 6x9 inches (folded size) No. of Pages: 4 pages cover, 150 pages Cover: Foldcote cal 15 (paperbound), full colors with matte lamination, UV spot on the title text Inside: Creambook, 50 lbs., one color Process: CTP Offset printing Binding: Smythe-sewn perfect print ready Black and white printing (inside pages) Must be delivered to UP Baguio before May 13, 2024				lot	1	P 70,000.00	P 70,000.00		
	Other Specifications:									
	Lay-Out ready (High Resolution). Maxium of Three (3) bound print-outs with actual materials specified will be provided by the Printing Press for approval and signature prior to mass printing.									
	FRONT cover: UV spot lamination is to be applied to: #2; the small orange circle with lines; the thin horizontal orange line; and the word "BOOK OF ABSTRACTS" The rest are matte laminated.									

#A recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit. However, a copy of your Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
\*Indicating a price/amount under "Quoted Unit Price" shall mean complying with the technical specifications of the item even without

checking the compliance column otherwise provide a counter-offer.

\*\*WARRANTY INCLUDED

°°° Nothing Follows °°

TOTAL.	P	70,000.00
TOTAL:		70,000.00

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:	<b>)</b>
Position:		
Signature:	Date:	