

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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 Telephone No. 074-442-3484
 Email Address: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)PROCUREMENT PROJECT: **1st and 2nd Quarter Office Supplies for the University**Purchase Request Nos.: **21573, 21611, 21609, 21599**Approved Budget for the Contract: Php **505,290.78**Date: **22 January, 2024**RFQ No. **3842**MOP: **Shopping****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 registration only. **Quotations 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 **OR** send to this email address **ONLY** - spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph with the subject heading **RFQ No. 3842 NOT LATER THAN 5:00 PM on 25 January, 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: JANINE SOMERA


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, kt) | QTY | UNIT PRICE | TOTAL PRICE | QUOTED UNIT PRICE* | TOTAL QUOTED PRICE |
|----------|---------------------------------|---|----|-------------------------------|-----------------------------------|-----|------------|-------------|--------------------|--------------------|
| | | YES | NO | | | | | | | |
| 1 | CLEARBOOK, A4 size | | | | box | 31 | 38.90 | 1,205.90 | | |
| 2 | CLEARBOOK, Legal size | | | | box | 29 | 42.33 | 1,227.57 | | |
| 3 | ERASER, plastic/rubber | | | | pc | 40 | 10.30 | 412.00 | | |
| 4 | SIGN PEN, Extra Fine Tip, Black | | | | pc | 71 | 28.60 | 2,030.60 | | |
| 5 | SIGN PEN, Fine Tip, Black | | | | pc | 25 | 49.19 | 1,229.75 | | |
| 6 | SIGN PEN, Medium Tip, Black | | | | pc | 135 | 62.92 | 8,494.20 | | |
| 7 | SIGN PEN, Fine Tip, Blue | | | | pc | 16 | 49.19 | 787.04 | | |
| 8 | SIGN PEN, Medium Tip, Blue | | | | pc | 130 | 62.92 | 8,179.60 | | |
| 9 | SIGN PEN, Extra Fine Tip, Red | | | | pc | 17 | 28.60 | 486.20 | | |
| 10 | SIGN PEN, Fine Tip, Red | | | | pc | 9 | 50.34 | 453.06 | | |
| 11 | SIGN PEN, Medium Tip, Red | | | | pc | 49 | 62.92 | 3,083.08 | | |
| 12 | WRAPPING PAPER | | | | pck | 7 | 235.66 | 1,649.62 | | |
| 13 | BATTERY, dry cell, size AA | | | | pck | 203 | 24.02 | 4,876.06 | | |
| 14 | BATTERY, dry cell, size AAA | | | | pck | 211 | 21.74 | 4,587.14 | | |
| 15 | BATTERY, dry cell, size D | | | | pck | 1 | 101.82 | 101.82 | | |
| 16 | INK, for stamp pad | | | | btl | 5 | 34.32 | 171.60 | | |
| 17 | FACE MASK | | | | box | 76 | 57.20 | 4,347.20 | | |
| 18 | FLASH DRIVE | | | | pc | 2 | 247.10 | 494.20 | | |
| 19 | GLUE, all-purpose | | | | jar | 27 | 77.79 | 2,100.33 | | |

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|----------|---|---|----|-------------------------------|-----------------------------------|-----|------------|-------------|--------------------|--------------------|
| | | YES | NO | | | | | | | |
| 20 | STAPLE WIRE, heavy duty (binder type), 23/13 | | | | box | 1 | 24.81 | 24.81 | | |
| 21 | STAPLE WIRE, standard | | | | box | 48 | 26.14 | 1,254.72 | | |
| 22 | TAPE, electrical | | | | roll | 24 | 21.40 | 513.60 | | |
| 23 | TAPE, masking, 24mm | | | | roll | 97 | 68.07 | 6,602.79 | | |
| 24 | TAPE, masking, 48 mm | | | | roll | 47 | 133.28 | 6,264.16 | | |
| 25 | TAPE, packaging, 48 mm | | | | roll | 26 | 33.18 | 862.68 | | |
| 26 | TAPE, transparent, 24mm | | | | roll | 135 | 12.58 | 1,698.30 | | |
| 27 | TAPE, transparent, 48 mm | | | | roll | 68 | 26.31 | 1,789.08 | | |
| 28 | TWINE, plastic | | | | roll | 14 | 77.79 | 1,089.06 | | |
| 29 | CLIP, backfold, 32mm | | | | box | 29 | 29.74 | 862.46 | | |
| 30 | CORRECTION TAPE | | | | pc | 191 | 12.68 | 2,421.88 | | |
| 31 | DATA FILE BOX | | | | pc | 37 | 84.92 | 3,142.04 | | |
| 32 | DATER STAMP | | | | pc | 8 | 516.76 | 4,134.08 | | |
| 33 | ENVELOPE, Documentary, A4 | | | | box | 2 | 924.35 | 1,848.70 | | |
| 34 | ENVELOPE, Documentary, legal, | | | | box | 2 | 1,186.33 | 2,372.66 | | |
| 35 | ENVELOPE, Expanding, Kraft | | | | box | 10 | 1,512.37 | 15,123.70 | | |
| 36 | ENVELOPE, Expanding, Plastic | | | | box | 17 | 33.54 | 570.18 | | |
| 37 | FOLDER, L-type, A4 | | | | pck | 11 | 206.29 | 2,269.19 | | |
| 38 | FOLDER, L-type, Legal | | | | pck | 9 | 262.43 | 2,361.87 | | |
| 39 | FOLDER with tab, A4 | | | | pck | 6 | 427.86 | 2,567.16 | | |
| 40 | FOLDER with tab, Legal | | | | pck | 6 | 470.18 | 2,821.08 | | |
| 41 | MAGAZINE FILE BOX, Large | | | | pc | 12 | 139.57 | 1,674.84 | | |
| 42 | MARKER, Fluorescent | | | | set | 16 | 46.90 | 750.40 | | |
| 43 | MARKER, Permanent, Black | | | | pc | 36 | 20.00 | 720.00 | | |
| 44 | MARKER, Permanent, Blue | | | | pc | 37 | 20.00 | 740.00 | | |
| 45 | MARKER, Permanent, Red | | | | pc | 28 | 20.00 | 560.00 | | |
| 46 | MARKER, Whiteboard, Black | | | | pc | 314 | 11.44 | 3,592.16 | | |
| 47 | MARKER, Whiteboard, Blue | | | | pc | 275 | 11.44 | 3,146.00 | | |
| 48 | MARKER, Whiteboard, Red | | | | pc | 258 | 11.44 | 2,951.52 | | |
| 49 | PAPER CLIP, vinyl/plastic coated, 33mm | | | | box | 35 | 10.30 | 360.50 | | |
| 50 | PAPER CLIP, vinyl/plastic coated, jumbo, 50mm | | | | box | 30 | 26.31 | 789.30 | | |
| 51 | PAPER TRIMMER/CUTTING MACHINE | | | | PC | 1 | 10,227.36 | 10,227.36 | | |
| 52 | PENCIL, lead/graphite, with eraser | | | | box | 40 | 45.76 | 1,830.40 | | |
| 53 | PUNCHER, paper, heavy duty | | | | pc | 3 | 178.46 | 535.38 | | |
| 54 | STAMP PAD, felt | | | | pc | 18 | 46.90 | 844.20 | | |
| 55 | SCISSORS, symmetrical/asymmetrical | | | | pr | 50 | 45.76 | 2,288.00 | | |
| 56 | STAPLE REMOVER, plier-type | | | | pc | 3 | 52.62 | 157.86 | | |
| 57 | TAPE DISPENSER, table top | | | | pc | 12 | 85.80 | 1,029.60 | | |
| 58 | NOTEPAD, stick-on, 50mm x 76mm | | | | pad | 76 | 43.47 | 3,303.72 | | |
| 59 | NOTEPAD, stick-on, 76mm x 100mm | | | | pad | 54 | 69.78 | 3,768.12 | | |

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|----------|--|---|----|-------------------------------|-----------------------------------|-----|------------|-------------|--------------------|--------------------|
| | | YES | NO | | | | | | | |
| 60 | NOTEPAD, stick-on, 76mm x 76mm | | | | pad | 61 | 66.35 | 4,047.35 | | |
| 61 | STENO NOTEBOOK | | | | pc | 16 | 26.31 | 420.96 | | |
| 62 | PAPER, MULTICOPY A4 | | | | ream | 336 | 197.91 | 66,497.76 | | |
| 63 | PAPER, MULTICOPY LEGAL | | | | ream | 172 | 232.23 | 39,943.56 | | |
| 64 | PAPER, MULTIPURPOSE A4 | | | | ream | 133 | 179.61 | 23,888.13 | | |
| 65 | PAPER, MULTIPURPOSE LEGAL | | | | ream | 67 | 203.63 | 13,643.21 | | |
| 66 | PAPER, parchment | | | | box | 11 | 208.21 | 2,290.31 | | |
| 67 | RECORD BOOK, 300 PAGES | | | | book | 25 | 80.08 | 2,002.00 | | |
| 68 | RECORD BOOK, 500 PAGES | | | | book | 34 | 115.54 | 3,928.36 | | |
| 69 | TISSUE, INTERFOLDED PAPER TOWEL | | | | pck | 193 | 32.03 | 6,181.79 | | |
| 70 | TOILET TISSUE PAPER, 2 ply | | | | pck | 266 | 110.97 | 29,518.02 | | |
| 71 | BALLPEN | | | | pc | 28 | 7.70 | 215.60 | | |
| 72 | LAMINATING FILM | | | | pack | 6 | 935.00 | 5,610.00 | | |
| 73 | DOUBLE SIDED TAPE | | | | pc | 15 | 38.50 | 577.50 | | |
| 74 | COLORED PAPER | | | | pack | 6 | 440.00 | 2,640.00 | | |
| 75 | PUSH PIN | | | | pack | 2 | 38.5 | 77.00 | | |
| 76 | GLUE STICK (PASTE) | | | | piece | 23 | 13.2 | 303.60 | | |
| 77 | GLUE STICK (FOR GLUE GUN) | | | | pc | 55 | 220.00 | 12,100.00 | | |
| 78 | MANILA PAPER | | | | pack | 24 | 8.8 | 211.20 | | |
| 79 | PLASTIC ENVELOPE | | | | pc | 25 | 33.00 | 825.00 | | |
| 80 | PHOTO PAPER | | | | pck | 10 | 55.00 | 550.00 | | |
| 81 | Battery, for computer, cpu, cr 2032 | | | | piece | 36 | 66.00 | 2,376.00 | | |
| 82 | Battery, size 9v, alkaline, 1 piece per blister pack | | | | pack | 7 | 231.00 | 1,617.00 | | |
| 83 | Buttons, magnetic | | | | pack | 3 | 55.00 | 165.00 | | |
| 84 | Cartolina, white, thick | | | | piece | 112 | 16.50 | 1,848.00 | | |
| 85 | Chipboard, 22" x 36", size#30 | | | | piece | 50 | 77.00 | 3,850.00 | | |
| 86 | Cutting mat, green, for A3, A4 and A5 | | | | piece | 8 | 440.00 | 3,520.00 | | |
| 87 | Dater, 3mm, self-inking | | | | piece | 4 | 418.00 | 1,672.00 | | |
| 88 | Desk organizer/File tray, legal size, 3 layers | | | | piece | 5 | 550.00 | 2,750.00 | | |
| 89 | Envelope, expanding, kraftboard, legal size | | | | piece | 50 | 19.80 | 990.00 | | |
| 90 | Fastener, metal with plastic coating | | | | piece | 14 | 44.00 | 616.00 | | |
| 91 | Flash drive, 32 gb, high quality, usb 3.0 | | | | piece | 13 | 605.00 | 7,865.00 | | |
| 92 | Folder, expanding, green w/o tab, legal, thick us 20 pts. | | | | piece | 236 | 38.50 | 9,086.00 | | |
| 93 | Folder, expanding, green with tab, legal | | | | piece | 25 | 27.50 | 687.50 | | |
| 94 | Folder, L-type, legal size | | | | piece | 25 | 9.90 | 247.50 | | |
| 95 | Folder, tagboard, for A4 size documents | | | | pack | 7 | 495.00 | 3,465.00 | | |
| 96 | Folder, tagboard, for legal size documents | | | | pack | 7 | 522.50 | 3,657.50 | | |
| 97 | Folder, tagboard, legal, light brown outside cover, white inside | | | | piece | 202 | 6.60 | 1,333.20 | | |
| 98 | Marker, permanent, chisel type, black | | | | piece | 61 | 50.00 | 3,050.00 | | |
| 99 | Marker, permanent, chisel type, blue | | | | piece | 47 | 50.00 | 2,350.00 | | |

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|----------|---|---|----|-------------------------------|-----------------------------------|-----|------------|-------------|--------------------|--------------------|
| | | YES | NO | | | | | | | |
| 100 | Marker, permanent, chisel type, red | | | | piece | 25 | 50.00 | 1,250.00 | | |
| 101 | Note flags, 5 colors per set | | | | pack | 49 | 38.50 | 1,886.50 | | |
| 102 | Notebook, spiral, big, 8.5" x 11" | | | | piece | 16 | 44.00 | 704.00 | | |
| 103 | Paper, for certificates (board), 10 pcs/pack | | | | pack | 42 | 41.80 | 1,755.60 | | |
| 104 | Paper, colored, assorted, A4, 250 sheets per ream | | | | ream | 4 | 275.00 | 1,100.00 | | |
| 105 | Paper, colored, blue (legal), GSM 80, 500 sheets per ream | | | | ream | 12 | 462.00 | 5,544.00 | | |
| 106 | Paper, colored, green (A4), GSM 80, 500 sheets per ream | | | | ream | 4 | 440.00 | 1,760.00 | | |
| 107 | Paper, colored, green (legal), GSM 80, 500 sheets per ream | | | | ream | 13 | 462.00 | 6,006.00 | | |
| 108 | Paper, colored, pink (A4), GSM 80, 500 sheets per ream | | | | ream | 7 | 440.00 | 3,080.00 | | |
| 109 | Paper, colored, yellow (legal), GSM 80, 500 sheets per ream | | | | ream | 12 | 462.00 | 5,544.00 | | |
| 110 | Paper, matte sticker paper, A4 | | | | pack | 26 | 55.00 | 1,430.00 | | |
| 111 | Paper, multicopy, A3 (297x420 mm) | | | | ream | 6 | 495.00 | 2,970.00 | | |
| 112 | Paper, multicopy, letter, for laser printing, 80gsm | | | | ream | 15 | 253.00 | 3,795.00 | | |
| 113 | Paper, photo paper, A3 size, glossy | | | | pack | 3 | 275.00 | 825.00 | | |
| 114 | Paper, photo paper, A4, glossy | | | | pack | 19 | 88.00 | 1,672.00 | | |
| 115 | Paper, photo paper, A4, matte | | | | pack | 6 | 88.00 | 528.00 | | |
| 116 | Paper, specialty board paper (pale cream; 210 x 297mm; 200 gsm; 10 sheets/pack) | | | | pack | 39 | 44.00 | 1,716.00 | | |
| 117 | Paper, specialty board paper (pale cream; 8.5 X 13"; 200 gsm; 10 sheets/pack) | | | | pack | 64 | 44.00 | 2,816.00 | | |
| 118 | Paper, specialty board paper (white); 8.5 X 13"; 200 gsm; 10 sheets/pack) | | | | pack | 10 | 44.00 | 440.00 | | |
| 119 | Paper, specialty board, corn yellow, vellum, 8.5"x11", 220 gsm, 10 sheets/pack | | | | pack | 30 | 44.00 | 1,320.00 | | |
| 120 | Paper, specialty board, green, vellum, 8.5"x11", 220 gsm, 10 sheets/pack, | | | | pack | 10 | 44.00 | 440.00 | | |
| 121 | Pen, ballpoint pen, og-5 black, ordinary | | | | piece | 207 | 7.70 | 1,593.90 | | |
| 122 | Pen, ballpoint pen, og-5 blue, ordinary | | | | piece | 177 | 7.70 | 1,362.90 | | |
| 123 | Pen, ballpoint pen, og-5 red, ordinary | | | | piece | 116 | 7.70 | 893.20 | | |
| 124 | Pen, ballpoint, bps fine, black | | | | piece | 164 | 30.80 | 5,051.20 | | |
| 125 | Pen, ballpoint, bps fine, blue | | | | piece | 133 | 30.80 | 4,096.40 | | |
| 126 | Pen, ballpoint, bps fine, green | | | | piece | 10 | 30.80 | 308.00 | | |
| 127 | Pen, ballpoint, bps fine, red | | | | piece | 92 | 30.80 | 2,833.60 | | |
| 128 | Pen, gel pen, .5mm (10 colors in one set) | | | | set | 24 | 275.00 | 6,600.00 | | |
| 129 | Pen, marking pen, whiteboard, chisel type, refillable, black | | | | piece | 16 | 66.00 | 1,056.00 | | |
| 130 | Pen, marking pen, whiteboard, chisel type, refillable, blue | | | | piece | 4 | 66.00 | 264.00 | | |
| 131 | Pen, sign pen, black blue, 0.5 pt. | | | | piece | 114 | 30.80 | 3,511.20 | | |
| 132 | Pen, sign pen, brown, 0.5 pt. | | | | piece | 3 | 30.80 | 92.40 | | |
| 133 | Pen, sign pen, green, 0.4 pt. | | | | piece | 29 | 88.00 | 2,552.00 | | |
| 134 | Pen, sign pen, green, 0.5 pt. | | | | piece | 20 | 30.80 | 616.00 | | |
| 135 | Pen, sign pen, violet, 0.5 pt. | | | | piece | 27 | 30.80 | 831.60 | | |
| 136 | Pencil, with eraser, eberhard faber, no.2 | | | | box | 35 | 110.00 | 3,850.00 | | |
| 137 | Post-it flag, 680 sign here, yellow, 25x43mm (50 sheets) | | | | pad | 37 | 220.00 | 8,140.00 | | |
| 138 | Push pins, flat head type, assorted colors, 100 pcs. per case | | | | case | 4 | 38.50 | 154.00 | | |
| 139 | Ruler, metal, 12" | | | | piece | 15 | 66.00 | 990.00 | | |

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|--|------------------------|---|----|-------------------------------|-----------------------------------|-----|------------|---------------|----------------------------|--------------------|--|
| | | YES | NO | | | | | | | | |
| 140 | Tape, double-sided, 1" | | | | roll | 27 | 38.50 | 1,039.50 | | | |
| 141 | Tape, duct tape, black | | | | box | 3 | 99.00 | 297.00 | | | |
| 142 | Thumb tacks | | | | roll | 9 | 19.80 | 178.20 | | | |
| Contract Award: <u>Per line item</u> Delivery Period: <u>within 30 calendar days upon receipt of Purchase Order</u> <i>"Indicating a price/amount under "Quoted Unit Price" shall mean complying with the technical specification of the item even without checking the compliance column otherwise provide a counter-offer.</i> **WARRANTY INCLUDED AAA Nothing Follows AAA | | | | | | | | | | | |
| | | | | | | | | TOTAL: | <u>P 505,290.78</u> | | |
| 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: _____