



UNIVERSITY OF THE PHILIPPINES BAGUIO  
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**Request for Quotation**

**PROCUREMENT PROJECT: Supply and Delivery of IT Equipment and Peripherals**

**PR No. 13288 & 13936**

**Approved Budget for the Contract: Php 782,000.00**

Date: February 01, 2021  
 RFQ No.: 1925  
 MOP: Small Value Procurement

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Bidder should attach a copy of the latest Mayor's/ Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement (for ABCs above Php 50,000.00).
3. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PARK ROAD, BAGUIO CITY or you could email your quotation to spmo.upbaguio@up.edu.ph, NOT LATER THAN 12:00 NN ON 08 FEBRUARY 2021.
4. Failure to follow these instructions will disqualify your entire quotation.

Please quote at your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The statement below shall be the basis for the evaluation and calculation of your quotation.

**IRENN J. ENRIQUEZ**  
 Chief, SPMO

ITEM NO.	GENERAL DESCRIPTION	Quantity	UNIT	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	QUOTED TOTAL PRICE
<b>PROCUREMENT PROJECT: Supply and Delivery of IT Equipment and Peripherals</b>								
1	All-in-one-computer Aluminum body and stand 3.6GHz quad-core 8-th generation i3 processor 8GB 2400MHz DDR4 memory, configurable up to 32 GB 256GB SSD storage 555X Graphics with 2GB of GDDR5 memory Two Thunderbolt 3 ports 21.5-inch Retina 4K 4096-by-2304 P3 display with mouse and keyboard		un	8	₱ 85,000.00	₱ 680,000.00		
2	Printer Compact Integrated Tank design Print speeds up to 10.5ipm for black and 5.0ipm for colour Auto-duplex printing Wi-fi & Wi-fi Direct Borderless Printing up to A4 size Spill-free Ink refilling Type: Print, Scan, Copy Copy Quality: Draft/ Standard/ Best Quality Maximum copies stand alone: 99 copies Reduction/ Enlargement: 25-400%, Auto Fit Function Maximum copy size: A4, letter Maximum Resolution: 5760 x 1440 dpi Automatic 2-sided printing: yes (up to A4)		un	6	₱ 17,000.00	₱ 102,000.00		
Suppliers to indicate the following details to their bid: Brand: Delivery Period: Price Validity: Payment Term: Warranty: must have one (1) year warranty								
						<b>TOTAL:</b>	₱ 782,000.00	
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>								

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

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