## UNIVERSITY OF THE PHILIPPINES BAGUIO



Governor Pack Road, Baguio City, Benguet, CAR VAT Reg. TIN: 000-864-006-00007 Telefax No.: (074) 442-3484 email address: spmo.upbaguio@up.edu.ph

## Request for Quotation

## PROCUREMENT PROJECT: Supply and Delivery of Office Equipment

PR No. 14453 Approved Budget for the Contract: Php ₱ 100,000.00

Date:	May 20, 2021
RFQ No.:	2066
MOP:	Small Value Procurement

## **INSTRUCTIONS:**

- $\textbf{1.} \ \ Accomplish \ this \ RFQ \ correcttly \ and \ properly. \ \ All \ entries \ must \ be \ type written \ and/or \ legibly \ handwritten.$
- 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 SUPPLYAND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to spmo.upbaguio@up.edu.ph NOT LATER THAN 12:00 NN on 27 May 2021.
  4. Failure to follow these instructions will disqualify your entire quotation.

Name of the Company:

Name of Representative:

Address:

Position: Signature:

5. PAYMENT: within 30 days from completion and acceptance of delivery.

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.

> RODOLFO T. SUYAT, JR. (sgd.) Chief, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE		TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO							
	PROGRAMMENT PROJECT C. 1 I.P.P.									1
	PROCUREMENT PROJECT: Supply and Delivery of Office Equipment									
1	Photocopying Machine- Fully automated heavy duty Monochrome Digital Copier, network printer, colored scanner, Automatic duplex ADF, A5 to A3 size.			un	1	P 1	100,000.00	P 100,000.00		
										<b> </b>
	Suppliers to indicate the following details to their bid:									
	Brand:									
	Delivery Period: within 30 calendar days									
	Price Validity:									
							TOTAL:	P 100,000.00		
mom 4	A OLIOTED AMOUNT BY MORNE									
TOTA	L QUOTED AMOUNT IN WORDS:									
A	fter having carefully read and accepted your Gene	ral Condi	itions, I/	We quo	ote you	on	the Item	at prices not	ted above.	

Page 1 of 1

Tel. No. :

Fax No. : **Email Address:** 

Date: