



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 Communication Supplies**  
**PR No. 14637**  
**Approved Budget for the Contract: ₱ 76,000.00**

Date: June 10, 2021  
 RFQ No.: 2097  
 MOP: NP - 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 PACK ROAD, BAGUIO CITY or you could email your quotation to spmo.upbaguio@up.edu.ph, NOT LATER THAN 12:00 NN on 16 June 2021.
4. Failure to follow these instructions will disqualify your entire quotation.
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. SUMAT, JR.**  
 Chief, Supply & Property Management Office

ITEM NO.	GENERAL DESCRIPTION	Complies with technical specifications (Yes/No)		DOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
PROCUREMENT PROJECT: Supply and Delivery of Communication Supplies										
1	Cellcard, Globe 300			pc	8	₱ 350.00	₱ 2,800.00			
2	Cellcard, Globe 500			pc	88	₱ 550.00	₱ 48,400.00			
3	Cellcard, Smart 300			pc	8	₱ 350.00	₱ 2,800.00			
4	Cellcard, Smart 500			pc	40	₱ 550.00	₱ 22,000.00			
Suppliers to indicate the following details to their bid:										
Delivery Period: within 15-30 calendar days										
Price Validity:										
							<b>TOTAL: ₱ 76,000.00</b>			
<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: \_\_\_\_\_