



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of Storage Equipment and Furniture for the University

Purchase Request No.: 14489; 14789

Approved Budget for the Contract: Php 190,000.00

Date: 29 June, 2021


RFQ No.: 2142

MOP: NP-SVP

INSTRUCTIONS:

1. Accomplish this RFQ correctly and completely.
2. Bidder should attach a copy of the latest Mayor's/ Business Permit, PhilGEPS Registration and Omnibus Sworn Statement.
3. Failure to comply with any of the Technical Specifications will disqualify the quotation.
4. Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at jebagsic@up.edu.ph and cc: spm@up.edu.ph with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 06 July, 2021.
5. 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.



RODOLFO L. SUYAT, JR.
Chief, SPMO

ITEM NO.	GENERAL DESCRIPTION	STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
1	4ft Folding Half Table with Foldable Steel Legs (122*60*74cm) DESCRIPTION: Rectangular Table Material: Plastic Size(cm): 122 x 60 x 74cm 6-seater capacity			pc	6	5,000.00	30,000.00			
2	Glass swing door metal cabinet, Adjustable Shelves Storage Cabinet Dimension: W 900mm x D 400mm x H 1850mm Materials: Metal / Glass Colors: Beige or Offwhite 4 adjustable shelves with Keylock			pc	2	10,000.00	20,000.00			
3	Tabulating File Cabinet -7-drawers with double compartment for 5" x 8" card size (student jacket) Size: Height 52"* Width 21" * Depth 29" -color: gray -with lock			un	2	70,000.00	140,000.00			
	-Delivery Period: within 30 calendar days upon receipt of Purchase Order									
	-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM									
	-*** Nothing Follows ***-									
TOTAL:							190,000.00	BID TOTAL:		
TOTAL QUOTED AMOUNT IN WORDS:										

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

Name of the Company: _____
 Address: _____
 Name of Representative: _____
 Position: _____
 Signature: _____

Tel. No. : _____
 Fax No. : _____
 Email Address: _____
 Date: _____