



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of Various IT Accessories for CAC
Purchase Request No.: 14947; 14944
Approved Budget for the Contract: Php 57,000.00

Date: 24 August, 2021
RFQ No.: 2021.08.012
MOP: Small Value Procurement

INSTRUCTIONS:

1. Accomplish this RFQ correctly and completely.
2. Bidder should attach a copy of the latest Business/Mayor's 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: spmou.upbaguio@up.edu.ph with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 31 August, 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 T. 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	All in One Printer, Print Scan Copy, Wi-fi Direct with ink tank, Maximum Copy Size: A4, Letter, Max Copy Resolution: 600 x 600 dpi, Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm*1			un	1	12,000.00	12,000.00			
2	USB Headset with noise-Cancelling Mic, Input Impedance: 20 Ohms, Sensitivity (headphone): 115dB +/-3dB, Sensitivity (microphone): -42dBV/Pa +/- 3dB, Cable Length: 1.8m			un	10	2,500.00	25,000.00			
3	USB Flashdrive 32GB (usb 3.0) with OTG			pc	40	500.00	20,000.00			
	-Delivery Period: within 30 calendar days upon receipt of Purchase Order									
	-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM									
	-xxx Nothing Follows xxx-									
							TOTAL: 57,000.00	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: _____