

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Various Storage Equipment for the University  
 Purchase Request No.: 14379; 14425; 14489  
 Approved Budget for the Contract: Php 500,000.00

Date: 19 May, 2021  
 RFQ No.: 2057  
 MOP: NP-SVP

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Mayor's/ Business Permit, PhilGEPS Registration and Omnibus Sworn Statement.**
- Failure to comply with any of the Technical Specifications will disqualify the quotation.
- Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at [jebagsic@up.edu.ph](mailto:jebagsic@up.edu.ph) and cc: [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph) NOT LATER THAN 5:00 PM on 25 May, 2021.**
- 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 SIBAT, 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	4-layered Lateral Filing Cabinet Powder Coated Color: off-white or beige Size: 90 cm (L) x 131.5cm (H) x 45 cm (W) With anti-tilt system With central locking							
2	4-layered, Vertical Filing Cabinet Powder Coated Color: Off-white or beige Size: W45.5 x D62 x H131.5cm With Anti-tilt mechanism for safety With Central locking system			pc	6	10,000.00	60,000.00			
3	Cabinet, Filing Cabinet all steel with 4 drawers, gauge 20			un	2	15,000.00	30,000.00			
4	Cabinet, Tabulating Cabinet all steel with 7 drawers with 2 compartments per drawer 5"x8" card sized, gauge 20			un	3	70,000.00	210,000.00			
5	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	55,000.00	110,000.00			
	<b>-Delivery Period: within 30 calendar days</b> upon receipt of Purchase Order									
	<b>-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM</b>									
	<b>-*** Nothing Follows ***-</b>									
<b>TOTAL:</b>							<b>500,000.00</b>	<b>BID TOTAL:</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: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_