

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR
 VAT Reg. TIN: 000-864-006-00007
 Telephone No. 074.442.3484
 Email Address: spmoupbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of Various Office Furniture for the University
 Purchase Request No.: 14610; 14619
 Approved Budget for the Contract: Php 341,800.00

Date: 16 June, 2021
 RFQ No.: 2111
 MOP: NP-SVP

INSTRUCTIONS:

1. Accomplish this RFQ correctly and completely.
2. **Bidder should attach a copy of the latest Business/Mayor's Permit and Philgeps Registration.**
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: spmoupbaguio@up.edu.ph with the RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 22 June, 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	Conference Table Capacity: 6-8 Persons Dimension: 2400mm L x 1200mm D x 750mm Ht- Top : 25 mm thick table top in HPL Laminated finish Color: White With 2 wire box: (Please see attached specifications)			pc	1	40,000.00	40,000.00			
2	Executive table, L-type office table, 71"L x 35.3"W x 30"H, 1800W x 900D x 760H mm, Color: Wenge, Set Includes 1 main table, 1 side table, and 1 mobile drawer Material: MDF			set	1	30,000.00	30,000.00			
3	Executive Table, Material: MDF, Size: 1.8M, Color: Cherry, Set includes 1 Main table, 1 side table, and 1 mobile drawer			set	1	30,000.00	30,000.00			
4	High Back, Leatherette, Chrome Base, padded Armrest, with gaslift, black			pc	1	15,000.00	15,000.00			
5	High Back, Leatherette, Chrome Base, padded Armrest, with gaslift, brown			pc	2	15,000.00	30,000.00			
6	Office Chair Midback with Head Rest Adjustable leather head rest Specifications (WDH): 620mm x 600mm x 975mm Height Adjustable up to: 940mm (Please see attached specifications)			pc	8	5,000.00	40,000.00			
7	Sofa Set, Wooden Sala Set With 3-seater, 2-seater, 1-seater, center table, and Side table Color: Wenge wood with gray cushion (Please see attached specifications)			set	1	50,000.00	50,000.00			
8	Sofa Set, Wooden Sofa Set With 3-seater, 2 pieces 1-seater, center table, and side table (Please see attached specifications)			set	1	50,000.00	50,000.00			
9	UNDER DESK CABINET: powder coated metal mobile pedestal, heavy duty casters, 3 drawers, centralize lock with keys, beige color, 40W x 53D x 60H cm			set	1	6,800.00	6,800.00			
10	Wooden Sofa Set With 3-seater, 2-seater, 1-seater, center table, and side table Wenge with cushion			set	1	50,000.00	50,000.00			
	-Delivery Period: within 30 calendar days upon receipt of Purchase Order									
	-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM									
	-*** Nothing Follows ***-									
TOTAL:							341,800.00	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: _____ Tel. No. : _____
 Address: _____ Fax No. : _____
 Name of Representative: _____ Email Address: _____
 Position: _____
 Signature: _____ Date: _____

Executive Table	1 set (OVCA)	L-type office table, 71"L x 35.3"W x 30"H, 1800W x 900D x 760H mm, Color: Wenge, Set Includes 1 main table, 1 side table, and 1 mobile drawer Material: MDF	30,000.00
	1 set (OC)	Executive Table, Material: MDF, Size: 1.8M, Color: Cherry, Set includes 1 Main table, 1 side table, and 1 mobile drawer	30,000.00
Executive Chairs	3 pieces (OVCA, OVCAA, and OC)	High Back, Leatherette, Chrome Base, padded Armrest, with gaslift 2 Brown, 1 Black	45,000.00
Sofa Set	1 set (OVCA)	Wooden Sala Set With 3-seater, 2-seater, 1-seater, center table, and Side table Color: Wenge wood with gray cushion 3-seater: 66"L x 31"W x 29"H 1-seater: 27"L x 31"W x 29"H 2-seater: 35-50"L x 31"W x 29"H Center table" 40"L x 22"W Side table: 20"L x 20"W	50,000.00
	1 set (OVCAA)	Wooden Sofa Set With 3-seater, 2 pieces 1-seater, center table, and side table 3-seater: 66"L x 31"W x 29"H 1-seater: 27"L x 31"W x 29"H Center table: 40"L x 22"W Side table: 20"L x 20"W wenge wood with dark brown cushion (Square type)	50,000.00
	1 set (OC)	Wooden Sofa Set With 3-seater, 2-seater, 1-seater, center table, and side table Wenge with cushion	50,000.00
Refrigerator	2 Units (VCA Office, and OVCA Pantry)	Refrigerator Gross Weight: 15.5kg Type: Personal Ref Refrigerator Size: 1.8-2.9Cuft/50.94 to 82.0 Warranty: 5 Years Defrost System: Manual Adjustable Door Shelves: 1 Adjustable Fresh Food Shelves: 2 Crisper Shelf: 1 No. Freezer Shelves: 1 Refrigerator Light: LED Light	20,000.00

Cash Box	1 piece (OVCA)	Cash Box, Key lock, Steel Construction, Matte Grey Finish, Capacity: 5.91 Liters Exterior: 93 x 300 x 235mm Interior: 87 x 297 x 229 mm Cash Register style money clips and coin tray	5,000.00
Conference Table	1 piece (OVCA)	Conference Table Capacity: 6-8 Persons Dimension: 2400mm L x 1200mm D x 750mm Ht- Top : 25 mm thick table top in HPL Laminated finish Color: White With 2 wire box: 1 top cover in aluminum anodized silver color with brush suitable for 6 persons 480mm L x 80mm D 1 wire box in 3 punch outlets 490mm L 95mm D 1 cover under the wire box with holes 1 vertical wire management With Electrical outlet Legs: 1x3 Metal Legs in Customize color in powder coated finish	40,000.00
Chairs for the Conference table	8 pieces (OVCA)	Quantity: 8 pieces Office Chair Midback with Head Rest Adjustable leather head rest Specifications (WDH): 620mm x 600mm x 975mm Height Adjustable up to: 940mm Mesh Upholstered Nylon Base Nylon Casters Gas Lift Tilt-Lock Mechanism Polypropylene Armrest with Elevation Mechanism Color: Black	40,000.00

		<p>Energy Efficiency Factor: 269 Insulation: Foam Insulated Temperature Control: Rotary</p> <p>Refrigerator Gross Weight: 26kg Type: Personal Ref Size: 3-4CUFT/84.9 to 113.2 LIT Warranty: 5 years Capacity of the freezer: 13L Capacity for fresh food: 87L Defrost System: Manual Adjustable Fresh Food Shelves Crisper Shelf Refrigerator Light Energy Efficiency factor: 250 Insulation: Foam Insulated Temperature Control: Rotary</p>	
Shredder	3 (OVCA, HRDO, and Accounting office)	<p>Shredder, Heavy Duty Cut type: Cross Cut Security level:4 Throat Width: 220mm Sheet capacity: 18 sheets, 1 CD, 1DVD, 1 Credit Card Cutting Size: 4*35mm Cutting Speed: 1.6/min Bin Volume: 27L Noise Level: 58db Switch: Auto, off, Rev, FWD 20GP/40GP/40HQ: 273pcs, 552pcs, 616pcs Color: Black</p>	75,000.00
Coffee Maker	2 (OVCA and Accounting Office)	<p>Coffee Maker, Stainless Steel Carafe, anti-Drip Feature, Anti-Slip Footing, On/Off Switch, Removable Filter, Water Level Guide, 230 Voltage, 1000 Wattage, Dimensions: 17.5-19cm x 27-30cm x 32-35xm Weight: 1.4-1.7kg</p>	5,000.00