



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of Office Furniture for University
Purchase Request No.: 15126; 15075
Approved Budget for the Contract: Php 67,000.00

Date: 24 September, 2021
RFQ No.: 2239
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: spmou.upbaguio@up.edu.ph with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 29 September, 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	Office Chair (pls see attached specifications)			un	7	7,000.00	49,000.00			
2	Storage Racks 6 Layer Heavy Duty Steel Storage Rack Size (hxxw): 6 ft. x 4 ft. x 16" Adjustable Metal Rack Very Thick Frame			pc	2	9,000.00	18,000.00			
	-Delivery Period: within 30 calendar days upon receipt of Purchase Order									
	-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM									
	-xxx Nothing Follows xxx-									
TOTAL:							67,000.00	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: _____

OFFICE CHAIR	<p>Dimension: W62 x D60 x H111-121cm</p> <p>Item material: Head rest - Nylon plastic covered with mesh fabric Back rest - Nylon plastic frame covered with mes fabric Seat - Plywood frame with recycle foam covered with polyester fabric Arm - Polypropylene plastic Gas lift - 100mm length chrome gas lift Star base - 350mm dia Chrome base Wheel caster - Pu + nylon wheel caster</p> <p>Color finish: Back - Gray Seat - Black Base - Chrome</p> <p>Features: Butterfly mechanism Back rest - Height Adjustable Back - Tilt & lock Seat - 360 Degrees Swivel, Seat height adjustable</p>
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WATER DISPENSER	<p>Free standing water dispenser</p> <p>Bottom loading</p> <p>Hot, normal and cold</p> <p>Compressor type cooling</p> <p>Hot water safety lock</p> <p>Fast cooling</p> <p>Low noise</p> <p>Energy saving</p> <p>With warranty on Compressor</p> <p>585W (L-12.25" W-12.5" H-41)</p>
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PAPER CUTTER	<p>Heavy duty, durable</p> <p>Full metal base with magnetic paper guide sword/high quality blade</p> <p>Ergonomic handle for comfort cutting</p> <p>Anti-slip for easy cutting</p> <p>Magnetic adjustable paper guide for accuracy</p> <p>Wider surface for stbale cutting</p> <p>Capable for B4, A4, B5, A5, B6, B7 etc.</p> <p>Cutting capacity: 10 sheets</p>
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