

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR
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 Telephone No. 074.442.3484
 Email Address: spmou.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of Various Appliances for the University
 Purchase Request No.: 15493; 15288; 15489; 15317; 15421
 Approved Budget for the Contract: Php 62,000.00

Date: 08 November, 2021
 RFQ No.: 2290
 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 12 November, 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	2 in 1 Coffee Maker & Ginder Capacity: 4 cups can be used with coffee beans & ground coffee illuminated on/off switch Dimension: 170x200x265mm			un	1	6,000.00	6,000.00			
2	Water dispenser, bottom loading, free standing water dispenser			un	1	15,000.00	15,000.00			
3	Microwave Oven, Volume: 23L, with keep warm function, Ceramin Enamel Interior, Silver door, LED Display type, Power source: 220V/60HZ, Output (Please see attached Specifications)			pc	3	6,500.00	19,500.00			
4	Coffee Maker , 10-12 cups, Modern ergonomic design, non stick heating plate, heat resistant, glass carafe, cone style permanent filter, stylish reservoir for coffee, 265 x 175 x 310 mm			un	1	2,000.00	2,000.00			
5	Air Purifier HEPA H11, Active carbon filter; HEPA H11 filter that can remove more than 98.99% particles whose diameter is 0.03mm Voltage: AC 220v-240V/60Hz Fan Speed: Max,High,Mid,Low Net Weight: 2.2kg Product Size: 216mmxH337mm			un	2	9,750.00	19,500.00			
	-Delivery Period: within 30 calendar days upon receipt of Purchase Order									
	-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM									
	-xxx Nothing Follows xxx-									
TOTAL:							62,000.00	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: _____ Tel. No. : _____
 Address: _____ Fax No. : _____
 Name of Representative: _____ Email Address: _____
 Position: _____ Date: _____
 Signature: _____