



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of Various Office Furniture for the University

Purchase Request No.: 14853; 16028; 16024; 16027

Approved Budget for the Contract: Php 410,000.00

Date: 23 March, 2022

RFQ No.: 2444

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: spmo.upbaguio@up.edu.ph with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 29 March, 2022.
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.

Signature of RODOLFO T. SUYAT, JR Chief, SPMO

Table with 9 columns: ITEM NO., GENERAL DESCRIPTION, STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK), UOM, QTY, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE, TOTAL QUOTED PRICE. Includes rows for Computer/Office Chair, Office Chair Midback, Office Chair, and Office Table, plus a summary row.

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: