

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: spmo.upbaguio@up.edu.ph

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.

RODOLFO T. SUYAT, JR Chief, SPMO

ITEM NO.	GENERAL DESCRIPTION	COMPLI TECH SPECIF S (PI	MENT OF ANCE TO NICAL ICATION EASE ECK)	UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
1	Computer /Office Chair, Dimension: W76xD58XH110- 115cm; Color: Black; metal: chrome			un	2	9,000.00	18,000.00		
2	Office Chair Midback with Head Rest Adjustable leather head rest. Specifications (WDH): 620mm x 600mm x 975mm; Height Adjustable up to: 940mm			un	2	6,000.00	12,000.00		
3	Office Chair, black, Measurements: W64xD62xH120 - 130 cm, Seat height: 45-54 cm, Backrest, Injection mould PP Plastic backrest, with fixed lumbar support covered with mesh fabric., Seat: 12 mm thick plywood with 50 mm, thick new foam covered with 220g/1m gsm fabric., Gas Lift: 100 mm length black gas lift with polypropylene (pp) plastic cover, Arm: Injection mould polypropylene (pp) plastic, Star Base: 310 mm length Nylon plastic, Wheel Caster: 50 mm nylon wheel caster, 3 Position Synchronous mechanism, Ergonomically designed, Seat height adjustment, Swivel 360 degrees			un	20	8,500.00	170,000.00		
4	Office Table, W160xD60xH75 cm, Panels: Walnut, Metal leg: Black, Materials: Made of Melamine laminated on Particle board, 25 mm thick top panel with 0.8 mm thick PVC edging, 16 mm thick front panel with 0.8 mm thick Pvc edging, 18 mm thick drawer front, side & back panel with 0.45 mm thick PVC edging, 75 mm dia. plastic wirehole cap., 16" full extension drawer slide mechanism, 1.2 mm thick stamped metal sheet Legs in powdercoated finish with 38mm adjustable foot glider			un	20	10,500.00	210,000.00		
	Delivery Beriede within 20 calendar days your								
	-Delivery Period: within 30 calendar days upon receipt of Purchase Order								
	-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM								
	-xxx Nothing Follows xxx-								
						TOTAL:	410,000.00	BID TOTAL:	
OTAL	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:	Email Address:						
Position:								
Signature:	Date:							