



**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](mailto:spmo.upbaguio@up.edu.ph)

**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Various Office Furniture for Office of the VCA  
Purchase Request No.: 16332  
Approved Budget for the Contract: Php 138,000.00

Date: 18 May, 2022  
RFQ No.: 2539  
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](mailto:jebagsic@up.edu.ph) and cc: [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph) with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 23 May, 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	STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
1	Executive Chair Black Mesh back rest with headrest, black fabric seat rest, aluminum base.			pc	10	12,000.00	120,000.00			
2	Office Chair Black Mesh back rest, black Fabric seat rest, aluminum base.			pc	2	9,000.00	18,000.00			
	<b>-Delivery Period: within 30 calendar days upon receipt of Purchase Order</b>									
	<b>-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM</b>									
	<b>-xxx Nothing Follows xxx-</b>									
							<b>TOTAL: 138,000.00</b>	<b>BID TOTAL:</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>										

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: \_\_\_\_\_