



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR  
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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply of Labor and Materials for the Fabrication and Installation of Glass Doors and Dividers for College of Science  
Purchase Request No.: 16827  
Approved Budget for the Contract: Php 66,388.84

Date: 24 June, 2022  
RFQ No.: 2614  
MOP: NP-SVP

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Mayor's Permit, PhilGEPS Reg. No., PCAB License & Omnibus Sworn Statement.**
- Warranty shall be 1 year from the date of acceptance of the Procuring Entity.
- 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: [spm@up.edu.ph](mailto:spm@up.edu.ph) with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 30 June, 2022.**
- Failure to follow these instructions will disqualify your entire quotation.
- To conduct site inspection.

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. SUFAT, 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	Supply of Labor & Materials for the Fabrication and Installation of Glass Doors and Dividers below the staircase at the 1st fl. of the SRC			lot	1	66,388.84	66,388.84			
	-per attached Bill of Quantities									
	-Project Duration: within 14 calendar days upon receipt of Notice to Proceed (NTP)									
	-To post Performance Security after Issuance of Notice to Award (NOA)									
	<b>-xxx Nothing Follows xxx-</b>									
<b>TOTAL:</b>							<b>66,388.84</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: \_\_\_\_\_

**PROJECT:** Labor and Materials for the Fabrication and Installation of Glass Doors and Dividers  
**LOCATION:** College of Science  
 University of the Philippines Baguio Campus, Governor Pack Road, Baguio City, PH  
**SUBJECT:** Bill of Quantities  
**DURATION:** 14 calendar days

ITEM NO.	DESCRIPTION	QTY	UNIT	MATERIAL UNIT COST	TOTAL MATERIAL COST	LABOR UNIT COST	TOTAL LABOR COST	DIRECT COST	OVERHEAD, CONTINGENCIES, MISCELLANEOUS + CONTRACTOR'S PROFIT	5% VAT	TOTAL COST
( A )	( B )	( C )	( D )	( E )	( F = C*E )	( G )	( H = C*G )	( I = F + H )	( J )	( K = 5% (I+J) )	( L = I + J + K )
<b>1 GENERAL REQUIREMENTS</b>											
	Mobilization and Demobilization	1.00	lot								
	Equipment and Tools	1.00	lot								
	Safety Provision	1.00	lot								
	<b>DIVISION 1 SUBTOTAL</b>										
<b>2 INSTALLATION OF GLASS DOORS AND DIVIDERS</b>											
	Powder coated aluminum 50mmx50mm double swing door with 10mm clear tempered glass with hinges, lock and handles	1.49	sq.m.								
	Powder coated aluminum 50mmx100mm fixed window with 6mm clear tempered glass	1.53	sq.m.								
	Powder coated aluminum 50mmx100mm fixed window with 6mm clear tempered glass	1.75	sq.m.								
	<b>DIVISION 2 SUBTOTAL</b>										
	<b>TOTAL</b>										

Prepared by:

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF BIDDER

\_\_\_\_\_  
DATE