



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 Communication Equipment for Office of the Vice Chancellor for Administration
Purchase Request No.: 16570
Approved Budget for the Contract: Php 65,600.00

Date: 31 August, 2022
RFQ No.: 2669
MOP: NP-SVP

INSTRUCTIONS:

1. Accomplish this RFQ correctly and completely.
2. Bidder should attach a copy of the latest Business Permit, PhilGEPS Registration and Notarized Omnibus Sworn Statement.
3. Warranty shall be 6 months for for supplies and materials, 1 year for equipment from the date of acceptance of the Procuring Entity.
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 05 September, 2022.
5. Price validity shall be for a period of 90 calendar days.
6. Bidders must indicate the Brand and Model Number offered when appropriate.
7. 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.

BRIAN D. LUMAGUE
OIC, 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	Telephone Digital enhances clarity, 300m talk range (outdoor), 1.7 inches backlit LCD display, High quality handset speakerphone, 50 name and number phone book directory, 20 caller ID records, 10 last number dial			set	16	4,100.00	65,600.00		
	-Delivery Period: within 30 calendar days upon receipt of Purchase Order								
	-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM								
	-xxx Nothing Follows xxx-								
TOTAL:							65,600.00	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: _____
Address: _____
Name of Representative: _____
Position: _____
Signature: _____

Tel. No. : _____
Fax No. : _____
Email Address: _____
Date: _____