



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 and Accessories for the University
 Purchase Request No.: 17740; 17550; 17609; 17330; 17527
 Approved Budget for the Contract: Php 269,900.00

Date: 20 September, 2022
 RFQ No.: 2690
 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 Omnibus Sworn Statement.
3. Warranty shall be 6 months 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 27 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	COMPUTER CHAIR; ergonomic, high density padding , comfortable armrest , lever to adjust seat height , freely moving ball casters , large backrest , sturdy and stable base with pedestals , black			pc	1	5,000.00	5,000.00		
2	Desk lamp with clip to desk LED bulb Metal body 300k bright warm white light Quick and easy on and off switch Flexible gooseneck			pc	17	700.00	11,900.00		
3	Executive Chair Black Mesh back rest with headrest, black fabric seat rest, aluminum base.			pc	12	12,000.00	144,000.00		
4	Filing Cabinet, brand new 1850 X 900 X 400 mm Light Gray & 2 tone color Knock-down/Not Assembled Steel with powder coating 3 layer, 5 door, 3 drawer with glass Lock and key for door and drawer 4 adjustable shelf Heavy duty, high quality with SAFE/VAULT, Swing glass door cabinet			un	1	15,000.00	15,000.00		
5	Folding Table, brand new 6 ft. rectangular folding tabel High-density polyethylene tabletop Powder-coated steel frame UV-protected Lightweight Rust-resistant Stain-resistant Easy to clean			un	2	3,500.00	7,000.00		
6	Office Chair Measurement W53xD58xH90 – 100 cm Materials Backrest: Polypropylene (Pp) Plastic Covered With Mesh Fabric Seat: Plywood With Recycle Foam, Covered With Mesh Fabric			un	1	3,500.00	3,500.00		
7	Office Chair, brand new Measurement: W53xD53xH73-81 cm Color Fabric: Brown Metal: Chrome Materials Backrest 15 mm thick plywood with 50 mm thick foam covered with PU faux leather. Seat 15 mm thick plywood with 50 mm thick foam covered with PU faux leather. Armrest Polypropylene (Pp) Plastic. Gas Lift 100 mm metal tube in chrome plated finish. Star Base 300 mm dia. metal tube in chrome plated finish. Wheel Caster: 50 mm dia. nylon. Product Weight: 7.5 kgs or its equivalent			un	1	4,000.00	4,000.00		

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						
8	Office Chair, brand new Measurement W59xD47x H82 cm Color Fabric: Black Metal: Chrome Materials Backrest 13 mm thick plywood with 25 mm thick foam covered with PVC fabric. Seat 13 mm thick plywood with 50 mm thick foam covered with PVC fabric. Leg 19 mm dia. x 1.2 mm thick metal tube in chrome plating finish. Product Weight 5 kgs or its equivalent			un	20	2,000.00	40,000.00		
9	Office Desk/Table Measurement W120xD72.5xH76 cm Color Light Wenge Materials 15 mm thick Particle board laminated with Amino paper veneer with 30 mm thick top panel. Product Weight: 28 kgs Assembly Required: Yes			un	1	3,500.00	3,500.00		
10	Office Desk/Table, brand new Measurement W160xD75xH75 cm Color 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 Product Weight: 28 kgs Assembly Required : Yes			un	4	9,000.00	36,000.00		
	-Delivery Period: within 30 calendar days upon receipt of Purchase Order								
	-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM								
	-*** Nothing Follows ***-								
TOTAL: 269,900.00							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: _____