

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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Email Address: [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph)**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Podium and Mini Platform for Office of the Chancellor

Purchase Request No.: 17958

Approved Budget for the Contract: Php 202,896.00

Date: **17 October, 2022**RFQ No.: **2718**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 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](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 8:00 AM on 21 October, 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.**

  
**JAMES BENEDICT E. BAGSIC**  
 OIC, SRMO

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	Mini Platform 80 x10 mm acrylic glass			pc	2	8,300.00	16,600.00			
2	Podium Made of acrylic logo in cut out letters and in acrylic 4.5 mm base and 3.5 mm for the letters 12 mm sidings and top 80x50mm top 115mm Height 80x10mm base			pc	2	93,148.00	186,296.00			
	<b>-Delivery Period: within 20 calendar days upon receipt of Purchase Order</b>									
	<b>-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM</b>									
	<b>-*** Nothing Follows ***-</b>									
<b>TOTAL:</b>							<b>202,896.00</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: \_\_\_\_\_