



UNIVERSITY OF THE PHILIPPINES
BAGUIO
Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: 000-864-006-00007

REQUEST FOR QUOTATION
Office of the Vice Chancellor for Administration

Date: May 23, 2022
RFQ No.: 2022.05.010 PR No.: 16598
MOP: NP - Small Value Procurement

Please quote your lowest price on the item/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your Quotation duly signed by your representative not later than 8:00 am, May 27, 2022 in the return envelope attached herewith.

Note:

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Delivery for a minimum period of 30 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of 90 calendar days.
5. Bidder should attach a copy of the latest Mayor's/ Business Permit, PHILGEPS Registration Number, Omnibus Sworn Statement (for ABCs above Php 50,000.00).
6. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to bdlumague@up.edu.ph cc: spmo.upbaguio@up.edu.ph.
7. Bidders shall submit original brochures showing certifications of the product being offered.
8. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
9. Failure to follow these instructions will disqualify your entire quotation.

Others:

Supply of Labor and Materials for the Installation of Combi Blinds

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
				YES	NO					
1	Supply of Labor and Materials for the Installation of Combi Blinds for the Office of the Vice Chancellor for Administration	lot	1			P 150,000.00	P 150,000.00			
	Scope of work:									
	Fabrication and installation of Combi Blinds									
	Contract Duration: 7-15 calendar days									
	Supplies and Materials:									
	Combi Blinds, Blackout, Color: Brown									
	OVCA Staff Room									
	29" x 55"									
	75" x 69"									
	27" x 42"									
	VCA Room									
	75" x 70"									
	75" x 70"									
	75" x 70"									
	75" x 70"									
	121" x 70"									
	VCA Conference Room									
	121" x 70"									
	Suppliers to indicate the following details to their bid:									
	Price Validity:									
	Delivery Term:									
TOTAL:							P 150,000.00			
TOTAL QUOTED AMOUNT IN WORDS:										

Please quote at your government price (including VAT) and state the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.

RODOLFO S. SULANG
ADMINISTRATIVE OFFICER III

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above.

Name of the Company: _____ Tel. No. : _____
Address: _____ Fax No. : _____
Name of Representative: _____ Email Address: _____
Position: _____ Date: _____
Signature: _____