

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Various Office Furnitures for College of Science  
 Purchase Request No.: 18956; 18958; 18982  
 Approved Budget for the Contract: Php 83,000.00

Date: 02 March, 2023  
 RFQ No.: 2897  
 MOP: NP - Small Value Procurement

**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 (OSS).  
 In Addition:
  - 2a. For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
  - 2b. For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
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 [spmou.upbaguio@up.edu.ph](mailto:spmou.upbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 07 March, 2023.
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.

sgd

**MARY ANNE R. RIVERA**  
 Head, 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	Office Cabinet, brand new, genuine Color: Grey Materials: Made of 0.6 mm thick cold-rolled steel sheet in powder coated finish with 16" metal drawer slide			un	1	6,000.00	6,000.00		
2	Office Chair, brand new, genuine, Backrest: Metal frame inside with foam, covered with pu faux leather in front surface and pvc fabric at back, Seat: Plywood w/ new foam, covered with pu faux leather in front surface and pvc fabric at back, Arm: Polypropylene (pp) plastic with pu padding, Gas lift: 10 cm length black gas lift with polypropylene (pp) plastic cover, Star base: Chrome base, Wheel caster: Nylon, Color Finish: Seat & Back (Grey), Mechanism: 360 Degree Swivel, Adjustable Seat Height, Lock & Tilt			un	1	6,000.00	6,000.00		
3	Office Chair, brand new, genuine, Backrest: Metal tube frame covered with open mesh fabric & pu faux leather at backrest outline, Seat: plywood with foam, covered with close mesh fabric, Star base: nylon, Wheel caster: nylon, Gas lift: 12cm length black gas lift with polypropylene (pp) plastic cover, Fabric: Black, Base: Black 360 degrees swivel, Adjustable seat height Spine support system			un	2	3,000.00	6,000.00		
4	Office Chair, brand new, genuine, Color: Fabric: Blue Plastic: Black, Backrest: 12 mm thick plywood with 8.5 cm thick foam on side & 5 cm thick on center, covered with 235g/m2 gsm polyester fabric, Gas lift: 120 mm length black, Armrest: Polypropylene (Pp) Plastic, Star base: 350 mm dia black nylon, Wheel caster: 50 mm nylon, Butterfly mechanism, Adjustable seat height, Swivel 360 degrees, Tilt locking at 90-135 degrees angle			un	1	5,000.00	5,000.00		
5	Office Desk/Table, brand new, genuine Color Panels: Walnut Metal leg: Black Made of Melamine laminated on Particle board 25 mm thick top panel with 0.8 mm thick Pvc edging Dimensions: 160 cm(W)x75cm(D)x 75cm(H)			un	2	10,000.00	20,000.00		

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						
6	Office Table/Desk, brand new, genuine, Color: Panels: Walnut, Metal leg: Black Made of Melamine laminated on Particle board 25mm thick top panel with 0.8mm thick PVC edging 16mm thick front panel with 0.8mm thick PVC edging 18 mm thick drawer front, side & back panel with 0.45 mm thick PVC edging 75 mm dia. plastic wirehole cap 16" full extension drawer slide mechanism 1.2 mm thick stamped metal sheet Legs in powdercoated finish with 38 mm adjustable foot glider Width x Depth x Height: 160 x 60 x 75 cm			un	2	13,000.00	26,000.00		
7	Office Visitor Chair, brand new, genuine Color: Seat & backrest: Blue, Leg & Frame: Gray, Materials: Made of (PP) Polypropylene plastic seat & back in injection molding process 25 mm dia. x 1.0 mm thick iron tube legs in powder coated finish with plastic cap glider Foldable			un	1	2,000.00	2,000.00		
8	Office Visitor Chair, brand new, genuine, Fabric: Black, Metal: Chrome, 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			un	8	1,500.00	12,000.00		
	-Delivery Period: within 30 calendar days upon receipt of Purchase Order								
	-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM								
	-*** Nothing Follows ***-								
<b>TOTAL: 83,000.00</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: \_\_\_\_\_