



**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: [spmou.upbaguio@up.edu.ph](mailto:spmou.upbaguio@up.edu.ph)

**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Communication Equipment for the University  
Purchase Request No.: 19292; 19127  
Approved Budget for the Contract: Php 95,000.00

Date: April 04, 2023  
RFQ No.: 2949  
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 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) & [jebagsic@up.edu.ph](mailto:jebagsic@up.edu.ph) with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 11 April, 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.**

**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	Cordless phone, Display size:4.1cm / 1.6", Display type:12 digits (Alphanumeric) + hard icons with amber backlight, Phonebook capacity: 50 names & nos., Redial List Capacity:10 last nos., Call log entries: 20, Power: Battery capacity:550 mAh, Battery type:AAA NiMH Rechargeable, Mains power:AC 100-240V ~50/60Hz, Power Consumption: <0.7 W, Depth: 5.5 cm, Height: 13.5 cm, Width: 18.4 cm, Line cord length: 1.8m, Power cord length:1.8m, Menu structure in the handset:List, Menu, Signal strength indicator:3- bar indicator, Battery level indicator:3- bar battery icon, Date / Time display: Yes, Base Station keys:Paging key, Battery charge indication:Yes, Signal strength indication:Yes			un	3	10,000.00	30,000.00			
2	TELEPHONE - wireless One Touch Eco Mode Clear Sound Speaker Phone Twin Handset Caller ID compatibility Handset Locator 1.4inch Monochrome LCD with Amber backlight Alarm Clock			set	13	5,000.00	65,000.00			
	-Delivery Period: within 30CD upon receipt of NTP									
	-Please indicate WARRANTY offered for each item/s									
	-*** Nothing Follows ***-									
<b>TOTAL:</b>							<b>95,000.00</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: \_\_\_\_\_ Tel. No. : \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Name of Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_