



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 IT Equipment and Accessories for the University
Purchase Request No.: 19543; 19534; 19532; 19582; 19564
Approved Budget for the Contract: Php 273,900.00

Date: May 15, 2023
RFQ No.: 3048
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 spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph & jebagsic@up.edu.ph with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on May 22, 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

Table with 9 main columns: ITEM NO., GENERAL DESCRIPTION, STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK) (YES/NO), UOM, QTY, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE, TOTAL QUOTED PRICE. Includes 13 item rows and summary rows.

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: