

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR

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

PROCUREMENT PROJECT: Supply and Delivery of Various Office Furnitures for College of Science

Purchase Request No.: 20105; 20182

Approved Budget for the Contract: Php 382,500.00

Date: **July 21, 2023**RFQ No.: **3280**MOP: **NP - Small Value Procurement****INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Business Permit, PhilGEPS Registration and Notarized Omnibus Sworn Statement (OSS).
In Addition:
 - For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
 - For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
- **Warranty shall be 6 months for supplies and materials, 1 year for equipment from the date of acceptance of the Procuring Entity.
- 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 July 27, 2023.
- Price validity shall be for a period of 90 calendar days.
- Bidders must indicate the Brand and Model Number offered when appropriate.
- 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	Office Chair, black Measurements: W64xD62xH120 -130 cm Seat height: 45-54 cm Backrest Injection mould PP Plastic backrest with fixed lumbar support covered with mesh fabric.			pc	10	9,000.00	90,000.00			
2	Office Table W160xD60xH75 cm Panels: Walnut Metal leg: Black Materials Made of Melamine laminated on Particle board. 25 mm thick top panel with 0.8 mm thick PVC edging			pc	10	11,000.00	110,000.00			
3	Folding Table, brand new 6 ft. rectangular folding tabel High-density polyethylene tabletop Powder-coated steel frame Dimension: Open: 72.3cm(L) x 27.4cm(W) x 29cm(H) Folded: 37.1cm(L) x 27.4cm(W)			pc	5	3,500.00	17,500.00			
4	Office Visitor Chair, brand new Color: Seat & back rest: Blue Leg & Frame: Blue Materials: Made of Polypropylene plastic seat & back 25mm dia x 1.0mm thick iron tube legs in powder coated finish w/ plastic cap glider, 25mm dia x 1.0mm thick iron tube legs in powder coated finish w/ plastic cap glider, foldable			pc	20	1,700.00	34,000.00			
5	Computer Chair, brand new Backrest: Polypropylene Plastic Covered With Mesh Fabric Seat: Plywood With Recycle Foam, Covered With Mesh Fabric Arm: Polypropylene (Pp) Plastic Gas Lift: Chrome Star Base: 310 mm Dia. Chrome Base, wheel caster, Color Finish: Back: Black, Seat: Black, Base: Black, 360 Degree Swivel, Seat Height Adjustable, Tilt & Lock			pc	30	3,200.00	96,000.00			
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, Dimensions:160 cm(W)x60cm(D)x75cm(H)			un	2	12,000.00	24,000.00			
7	Dining Table Set, 6 seater Table Width: 140 cm Depth: 80 cm Height: 75 cm Chair Width: 40 cm Depth: 43 cm Height: 84 cm Seat Height: 44.5 cm, Panels: 15 mm thick MDF with PVC cover, Frame & legs: Metal tube in poder coated finish, Color: Oak & White			set	1	11,000.00	11,000.00			
	-Contract Award: per Line Item									
	-Delivery Period: within 30CD upon receipt of NTP									
	-**WARRANTY included									
	-*** Nothing Follows ***-									
TOTAL:							382,500.00	BID TOTAL:		
TOTAL QUOTED AMOUNT IN WORDS:										

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: _____