



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Identification Authentication and Time Recording Equipment for Human Resources Development Office  
Purchase Request No.: 20287  
Approved Budget for the Contract: Php 120,000.00

Date: **August 07, 2023**  
RFQ No.: **3312**  
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 [spmo.upbaguio@up.edu.ph](mailto:spmo.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 August 11, 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. RIVERAY**  
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                                    | Biometric Hybrid: Reads Fingerprint, RFID and with Facial Recognition Recognizes and Records at least 1,500 Faces, 2,000 Fingerprints, 2,000 Cards & 100,000 Records High verification speed Face Capacity: 1,500 Card Capacity: 2,000 Display: 2.8 inch TFT Screen Standard Functions: SMS, DST, Scheduled-bell, Self-Service Query, Automatic Status Switch, T9 input, Photo ID, Camera, Multi-verification, 12V Output Network capable (LAN/WiFi), with multi-site support (multiple TA devices/terminals connected into a single database) Enabling convenient clock-in/clock-out from any TA device/terminal. Includes software capable of directly generating CSC Form 48 DTR report |  |    | un  | 3   | 40,000.00  | 120,000.00        |                   |                    |  |
|                                      | -Contract Award: per Line Item   |  |    |     |     |            |                   |                   |                    |  |
|                                      | -Delivery Period: within 30CD upon receipt of NTP  |  |    |     |     |            |                   |                   |                    |  |
|                                      | *-WARRANTY included  |  |    |     |     |            |                   |                   |                    |  |
|                                      | -xxx Nothing Follows xxx-  |  |    |     |     |            |                   |                   |                    |  |
| <b>TOTAL:</b>                        |  |  |    |     |     |            | <b>120,000.00</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: \_\_\_\_\_