



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of Software Subscription for Office of the Vice Chancellor for Administration
Purchase Request No.: 19745
Approved Budget for the Contract: Php 150,000.00

Date: August 10, 2023
RFQ No.: 3320
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 spmoupbaguio@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 August 15, 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	Software, Autodesk AutoCAD 2022 including specialized toolsets AD for Windows or its equivalent, yearly subscription. System requirements for the software to function: Operating System: 64-bit Microsoft® Windows® 11 and Windows 10, Processor: 2.5-3+ GHz processor, Memory: 8-16 GB, Display Resolution: Resolutions up to 3840 x 2160 supported on Windows 10 (with capable display card), Display Card: 4 GB GPU with 106 GB/s Bandwidth and DirectX 12 compliant, Disk Space: 10.0 GB, Pointing Device: MS-Mouse compliant, .NET Framework: .NET Framework version 4.8 or later			lot	1	150,000.00	150,000.00			
	-Contract Award: per Line Item									
	-Delivery Period: within 30CD upon receipt of NTP									
	-**WARRANTY included									
	-*** Nothing Follows ***-									
TOTAL:							150,000.00	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: _____ Tel. No. : _____
 Address: _____ Fax No. : _____
 Name of Representative: _____ Email Address: _____
 Position: _____
 Signature: _____ Date: _____