



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of IT Equipment and Accessory for the University
Purchase Request No.: 20382; 20535
Approved Budget for the Contract: Php 53,600.00

Date: September 15, 2023
RFQ No.: 3410
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 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 September 21, 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.

RUEL C. LESTINO
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	Portable External storage Solid State Drive >= 500GB capacity Up to 1050MB/s Read and 1000MB/s Write Speed Shock resistant, vibration resistant			pc	1	8,600.00	8,600.00		
2	Printer- All-in-one Ink Tank; print scan, copy; Wi-Fi Duplex; Print speeds up to 10.51ipm for black and 5.0ipm for color; Auto-duplex printing; Borderless printing up to A4 size spill free ink refilling with warranty			un	3	15,000.00	45,000.00		
	-Contract Award: per Line Item								
	-Delivery Period: within 30CD upon receipt of NTP								
	-**WARRANTY included								
	-xxx Nothing Follows xxx-								
TOTAL:							53,600.00	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: _____