

**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: spmou.upbaguio@up.edu.ph**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Various Office Furnitures for the University

Purchase Request No.: 20770; 20814; 20686

Approved Budget for the Contract: Php 76,140.00

Date: October 09, 2023
 RFQ No.: 3503
 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 spmou.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 October 17, 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

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	Ergonomic Office Chair, Three-dimensional Headrest, Curved Backrest, thick cushion, Certified Gas Rod, 150KG Capacity, Color Black, With Roller			un	1	3,500.00	3,500.00			
2	Folding table 8 feet, white, durable, lightweight Folds in half			pc	4	8,400.00	33,600.00			
3	Folding chair Made of polyethylene Weatherproof. powder coated steel frame High impact, stain and water resistant			pc	4	2,050.00	8,200.00			
4	OFFICE DESK, Material: Particle board with PVC edging, Width: 120 cm, Depth: 60 cm, Height: 76 cm, Color: Light Walnut			un	2	8,160.00	16,320.00			
5	OFFICE CHAIR, Low back,Width: 62 cm, Depth: 51 cm, Height: 102-112 cm, Seat Height: 45-55 cm, Color: Dark Gray			un	2	7,260.00	14,520.00			
	-Contract Award: per Line Item									
	-Delivery Period: within 30CD upon receipt of NTP									
	-**WARRANTY included									
	-*** Nothing Follows ***									
TOTAL:							76,140.00	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: _____ Date: _____
 Signature: _____