



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply of Labor and Materials for the Analok Window Installation at the Student Alumni Center  
Purchase Request No.: 20512  
Approved Budget for the Contract: ₱ 75,000.00

Date: 18 October, 2023  
RFQ No.: 3544  
MOP: SVP

**INSTRUCTIONS:**

- 1. Accomplish this RFQ correctly and completely. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of your duly authorized representative/s.
- 2. Bidder should attach a copy of the latest Business Permit, PhilGEPS Registration Number and Notarized Omnibus Sworn Statement for an Approved Budget for the Contract (ABC) above ₱50,000 except for Shopping as an Alternative Method of Procurement that requires the latest business permit and PhilGEPS registration only. **Quotations exceeding the ABC shall be rejected.**  
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\*\*, if appropriate, shall be six (6) months for supplies and materials, one (1) year for equipment from the date of acceptance of the Procuring Entity.
- 4. Submit your quotation, *preferably sealed*, at the Supply and Property Management Office, UP Baguio **OR** send to this email address ONLY - [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) with the subject heading **RFQ No. 3544** NOT LATER THAN **5:00 PM** on **25 October 2023**.
- 5. Price validity shall be for a period of 90 calendar days.
- 6. **IF APPLICABLE**, bidders shall indicate the Brand and Model Number of the item/s being offered.
- 7. Failure to follow these instructions will disqualify your entire quotation.
- 8. To conduct site inspection.

**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.**

Canvassed by: James Benedict E. Bagsic



**RUEL C. LESTINO**  
Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		BRAND (N/A if not applicable)	Unit of Measure (ex. pc, lot, kl)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO							
1	Supply of Labor and materials to Install 1 unit Fixed Analok window with 1/2" thick tempered glass, 2" x 4" tubular framing and dividers, contract period: 75 calendar days, as per attached sample				lot	1	₱ 75,000.00	₱ 75,000.00		
	-per attached bill of quantities									
<b>Contract Award: Per lot</b> <b>Delivery Period: within 75 calendar days upon receipt of NTP</b> <b>**WARRANTY INCLUDED</b> *** Nothing Follows ***										
								<b>TOTAL: ₱ 75,000.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>										

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above.

Name of the Company: \_\_\_\_\_ Tel. No. : \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Name of Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_