



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: **Supply and Delivery of Various Office Equipment for the Office of the Vice Chancellor for Administration**
Purchase Request No.: **21927 | 22012**
Approved Budget for the Contract: ₱ **184,400.00**

Date: **15 March, 2024**
RFQ No.: **4014**
MOP: **SVP**

INSTRUCTIONS:

- 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.
- 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:
 - 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**, 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.
- 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 and **cc: bac.upbaguio@up.edu.ph** with the subject heading **RFQ No. 4014 NOT LATER THAN 5:00 PM on 20 March 2024.**
- Price validity shall be for a period of 90 calendar days.
- IF APPLICABLE**, bidders shall indicate the Brand and Model Number of the item/s being offered.
- 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.

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	Paper Shredder at least 19 sheet shredding capacity at least P-4 Security Rating at least a run time of 15 minutes on / 90 min off paper shred size of less than or equal to 4 x 25mm cut type: cross cut at least 36L pull-out bin can shred staples, credit cards, paper clips, CDs with automatic start stop				un	1	₱ 30,900.00	₱ 30,900.00		
2	Shredder, Paper Shredder - Shred Capacity: 16 sheets; Shred size: 4x40mm; Can shred CD/DVD, Paper Card; Continuous run time: 30min; Bin capacity: 31L; Machine noise: 58dB; Machine power: 240W				un	3	₱ 42,000.00	₱ 126,000.00		

3	Manual Typewriter 18" carriage; Keyboard: 44 keys; Max. typing width: 440mm; Max. paper width: 460mm; Paper release; Carriage release; Ribbon: Black/Red; Ribbon Selector: Three-step; Impression control: Individual				un	1	₱ 20,000.00	₱ 20,000.00		
4	LAMINATOR, Size: A3Attr: Hot and Cold Laminator; Max Laminating Width:230mm; Lamination Pouch Thickness: 75-125 mic; Warm-up: 3-5 minutes; Indicator: LED Power (red), LED Power (green)				un	1	₱ 7,500.00	₱ 7,500.00		

Contract Award: Per line item
Delivery Period: within 30 calendar days upon receipt of NTP
#A recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit. However, a copy of your Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
**Indicating a price/amount under "Quoted Unit Price" shall mean complying with the technical specifications of the item even without checking the compliance column otherwise provide a counter-offer.*
****WARRANTY INCLUDED**
 *** Nothing Follows ***

TOTAL: ₱ 184,400.00

TOTAL QUOTED AMOUNT IN WORDS:

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: _____