



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of Office Equipment for the Office of the Vice Chancellor for Administration
Purchase Request No.: 22012
Approved Budget for the Contract: P 126,000.00

Date: 30 April, 2024
RFQ No. 4248
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...
2. Bidder should attach a copy of the latest Business Permit#, PhilGEPS Registration Number and Notarized Omnibus Sworn Statement...
3. Warranty**, if appropriate, shall be six (6) months for supplies and materials, one (1) year for equipment...
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...
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.

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

MARY ANNE R. RIVERA
Head, SPMO

Table with 10 columns: ITEM NO., GENERAL DESCRIPTION, Compliance with technical specifications (Pls. check), BRAND (N/A if not applicable), Unit of Measure (ex. pc, lot, ki), QTY, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE*, TOTAL QUOTED PRICE. Row 1: 2, Shredder, Paper Shredder - Shred Capacity: 16 sheets; Shred size: 4x40mm; Can shred CD/DVD, Paper Card; Continous run time: 30min; Bin capacity: 31L; Machine noise: 58dB; Machine power: 240W, un, 3, P 42,000.00, P 126,000.00

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: P 126,000.00

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:
Address:
Name of Representative:
Position:
Signature:
Tel. No.:
Fax No.:
Email Address:
Date: