



UNIVERSITY OF THE PHILIPPINES BAGUIO
 Governor Pack Road, Baguio City, Benguet, CAR
 VAT Reg. TIN: 000-864-006-00007
 Telefax No.: (074) 442-3484
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Request for Quotation

PROCUREMENT PROJECT: Van Rental to transport UPB Employees from UP Baguio Campus to their respective residences from March - June 2021

PR No. 14079

Approved Budget for the Contract: Php 375,000.00

Date: March 02, 2021
 RFQ No.: 1956
 MOP: Small Value Procurement

INSTRUCTIONS:

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Bidder should attach a copy of the latest Mayor's/ Business Permit, PhilGEPS Registration Number, Omnibus Sworn Statement (for ABCs above Php 50,000.00).
3. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to spmo.upbaguio@up.edu.ph NOT LATER THAN 8:00 AM on 8 March 2021.
4. Failure to follow these instructions will disqualify your entire quotation.

Please quote at your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The statement below shall be the basis for the evaluation and calculation of your quotation.

IRENE J. ENRIQUEZ

Chief, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
	PROCUREMENT PROJECT: Van Rental to transport UPB Employees from UP Baguio Campus to their respective residences from March - June 2021								
1	Van Rental for 19 Days From 05-30 April 2021 (Except Holiday: 09 April 2021) @PhP2,500.00/Van Total of 2 Routes (1 Route / Van)			lot	1	₱ 95,000.00	₱ 95,000.00		
2	Van Rental for 21 Days From 03-31 May 2021 Total of 2 Routes (1 Route/Van) @PhP2,500.00/Van			lot	1	₱ 105,000.00	₱ 105,000.00		
3	Van Rental for 22 Days From 01-30 June 2021 Total of 2 Routes (1 Route/Van) @PhP2,500.00/Van			lot	1	₱ 110,000.00	₱ 110,000.00		
4	Van Rental for 13 Days From 15-31 March 2021 Total of 2 Routes (1 Route/Van) @PhP2,500.00/Van			lot	1	₱ 65,000.00	₱ 65,000.00		
	Scope of Services:								
	* Licensed Professional Driver								
	* One Way Trip (afternoon only)								
	* Two (2) Vans								
	* Convenient, Cozy, Clean, Sanitized/ Disinfected before every trip & vehicle in good running condition								
	* With side windows at the passenger side								
	* Service in a Timely Manner								
	* Estimated time of Departure: 5:00 pm								
	* Inclusions: Cost includes fuel of the van, salary of the driver, comprehensive insurance)								
	* Maximum of 10 passengers including driver								
	* Route:								
	Van A: La Trinidad Area								
	From UP Baguio to Tuding - Pacdal - Ambiong - Km 4, Tomay - Buyagan, La Trinidad, Benguet								
	Van A: Baguio Area								
	From UP Baguio to Lower Bengao, Bakakeng - Dontogan, Green Valley - San Luis - Asin Road - San Carlos Heights - Tacay Road - Pinsao Proper - Magsaysay, Baguio City)								

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		YES	NO						
	<i>NOTE: Route and number of passengers may change based on the skeletal work schedule of employees</i>								
	* Estimated days of trip for the months:								
	March - 13 days								
	April - 19 days								
	May - 21 days								
	June - 22 days								
	* Provisions:								
	Should there be a change in the community quarantine status of the City and shuttle services are no longer needed, the contract may be terminated.								
	The amount to be billed should only include the days where actual services were rendered. Special holidays and other days where there is suspension of work for Government Employees should be excluded from the billing.								
	With valid certificate of public conveyance as per MC No. 2020-039 specific to the van								
	To apply for special permit at LTFRB								
	* Payment: in cheque form payable to supplier 20 days after delivery of service every month.								
	Suppliers to indicate the following details to their bid:								
	Price Validity:								
	Payment Term:								
TOTAL:							₱ 375,000.00		
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: _____