



UNIVERSITY OF THE PHILIPPINES BAGUIO

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Request for Quotation
PROCUREMENT PROJECT: Supply and Delivery of Gift Certificates
PR No. 14710
Approved Budget for the Contract: P 57,000.00

Date: August 27, 2021
RFQ No.: 2210
MOP: NP - 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 12:00 NN on 2 September 2021.
4. Failure to follow these instructions will disqualify your entire quotation.
5. PAYMENT: within 30 days from completion and acceptance of delivery.

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.

Signature of RODOLFO T. SUYAT, JR.
Chief, Supply & Property Management Office

Table with columns: ITEM NO., GENERAL DESCRIPTION, Compliance with technical specifications (Pls. check) YES/NO, UOM, QTY, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE, TOTAL QUOTED PRICE. Includes rows for 'PROCUREMENT PROJECT: Supply and Delivery of Gift Certificates', '1 Gift Certificate', and 'Suppliers to indicate the following details to their bid:'.

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: