



**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
 Governor Pack Road, Baguio City, Benguet, CAR  
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 Telefax No.: (074) 442-3484  
 email address: spmo.upbaguio@up.edu.ph

**Request for Quotation**

**PROCUREMENT PROJECT: Supply of Labor and Materials for Seven (7) Months Laundry Services (subject to Ordering Agreement)**

**PR No. 13995, 14274**

**Approved Budget for the Contract: Php ₱ 100,000.00**

Date: May 12, 2021  
 RFQ No.: 2040  
 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 12:00 NN on 20 May 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.

**RODOLFO C. BUYAT, JR.**  
 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						
	<b>PROCUREMENT PROJECT: Supply of Labor and Materials for Seven (7) Months Laundry Services (subject to Ordering Agreement)</b>								
1	Supply of Labor and Materials for Seven (7) Months Laundry Services (subject to Ordering Agreement)			lot	1	₱ 100,000.00	₱ 100,000.00		
2	Requirements & Scope of Work:								
	*Uninterrupted professional laundry services (professional cleaning, pre-treating, and pressing, making regular Pick Up (on the Spot Weighing before Dispatch) & Delivery (packed by cellophane and sorted per color, per department and labeled), inspect for damage -to limit shrinkage and wrinkling, maintenance of shelf life of items)								
	*With official company delivery vehicle for on call pick-up and timely delivery								
	*Advance industrial machinery for efficient washing and drying (for ocular inspection)								
	*Facility (Spacious, Tiled), Provision of a functionally separate area appropriate for the stages of the laundry services (for ocular inspection)								
	*Provide wash formulas including Antibacterial, Temperatures to effectively and efficiently reduce the probability of Pathogenic Microorganisms								
	*Items upon delivery must be clean looking & clean smelling, Items lost upon delivery will be provided by the laundry company and reconciled and / or replaced								
	<b>IMPORTANT: INDICATE PRICE PER KILO FOR EACH OF THE FOLLOWING ITEMS:</b>								
	Curtain - with metal ring								
	Curtain - without metal ring								
	Flat Sheet - Double								
	Flat Sheet - Fitted (Single with garter)								
	Flat Sheet - Single								
	Fleece Blanket								
	Ilocano Blanket								
	Pillowcase, assorted colors								
	Seat cover								
	Table Cloth/ Runners								
	Towel								
	<b>Suppliers to indicate the following details to their bid:</b>								
	Delivery Period:								
	Price Validity:								

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		YES	NO						
<b>TOTAL:</b>							₱ 100,000.00		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>									

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: \_\_\_\_\_