



UNIVERSITY OF THE PHILIPPINES BAGUIO  
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**Request for Quotation**

**PROCUREMENT PROJECT: Van Rental for the MK staff and artisan's travel to Mt. Province, Ifugao and CHED**  
**PR No. 15338, 15381**

**Approved Budget for the Contract: P 72,420.00**

Date: November 09, 2021  
 RFQ No.: 2297  
 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 15 November 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 T. SUAT, JR.**

Chief, Supply & Property Management Office

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: Van Rental for the MK staff and artisan's travel to Mt. Province, Ifugao and CHED</b>								
1	Service Rental for the Professional Transportation (Van) Rental for documentation and geo-tagging of ethnographic artifacts to Sagada, Mt. Province, Kiangang and Banaue, Ifugao on 21-23 November 2021			lot	1	P 33,000.00	P 33,000.00		
	Professional Transportation: Rental (Van)								
	* Inclusive Dates:								
	21 November 2021 - 4:00 AM - Departure from UP Baguio to Banaue, Ifugao								
	22 November 2021 - 6:00 AM - Departure from Banaue to Kiangang, Ifugao								
	23 November 2021 - 5:00 AM - Departure from Kiangang, Ifugao to Sagada, Mt. Province and back to UP Baguio								
2	Service Rental for the Professional Transportation (Van) Rental to return loaned artifacts, deliver documents and publications to CHED to Bulacan and Metro Manila on 30 November 2021			lot	1	P 39,420.00	P 39,420.00		
	30 November 2021 - Departure from UP Baguio to Bulacan and Metro Manila and vice versa								
	Scope of Services:								
	* Licensed Professional Driver								
	* Special Trip, Inbound								
	* Convenient, Cozy, Clean, Fully Air Conditioned & in Good Condition Vehicle								
	* Service in a Timely Manner								
	* To observe social distancing; driver and passengers must wear mask and face shield during the whole trip								
	* no unnecessary stops during the trip								
	* Inclusions: Cost includes fuel of the van, salary of the driver, comprehensive insurance, toll fees and taxes)								
	* With valid certificate of public conveyance specific to the van								
	<b>Suppliers to indicate the following details to their bid:</b>								
	Price Validity:								
							<b>TOTAL: P 72,420.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>									

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						

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: \_\_\_\_\_