



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: 000-864-006-00007

**REQUEST FOR QUOTATION
Supply and Property Management Office**

Date: July 06, 2022
RFQ No.: 2022.07.016 PR No. : various PRs
MOP: NP - Small Value Procurement

Please quote your lowest price, government price (including VAT), on the item/s listed below, subject to the General Conditions below and stating the shortest time of delivery and submit your Quotation duly signed by your representative **not later than 8:00 am, July 12, 2022** in the return envelope attached herewith.

Note:

1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Delivery for a minimum period of 30 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of 90 calendar days.
5. 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).
6. 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 bdlumague@up.edu.ph cc: spm@up.edu.ph
7. Bidders shall submit original brochures showing certifications of the product being offered.
8. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
9. Failure to follow these instructions will disqualify your entire quotation.

Others:

Supply of Labor and Materials for Six (6) Months Laundry Services (subject to Ordering Agreement)

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
1	Supply of Labor and Materials for Six (6) Months Laundry Services (subject to Ordering Agreement)	lot	1			₱ 100,000.00	₱ 100,000.00		
	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								
	IMPORTANT: INDICATE PRICE PER KILO FOR EACH OF THE FOLLOWING ITEMS:								
	Curtain - with metal ring								
	Curtain - without metal ring								

