



UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR
 SPMO, telefax: 074 442 3484 / 074 446 9973

REQUEST FOR QUOTATION (RFQ)

**PROCUREMENT PROJECT: VAN RENTAL AS SHUTTLE SERVICE FOR UP EMPLOYEES
 P.R. NO. 13897**

Approved Budget for the Contract: Php 418,000.00

Date: January 22, 2021
 RFQ No.: 1907
 MOP: AMP - SVP

INSTRUCTIONS:

1. Accomplish this RFQ correctly and completely.
2. Bidder should attach a copy of the latest Business/Mayor's Permit and PhilGEPS Registration, Certificate of Public Conveyance
3. Failure to comply with any of the technical specifications will disqualify the quotation.
4. Submit your quotation at Supply and Property Management Office (SPMO) University of the Philippines Baguio, Governor Pack Road, Baguio City, OR you may email your quotation to spmo.upbaguio@up.edu.ph **NOT LATER THAN 4:45 p.m. on 25 JANUARY 2021.**
5. Failure to follow these instructions will disqualify your entire quotation.

Please quote your lowest government price (INCLUDING VAT) on the item/s listed below. The information stated below shall be the basis for the evaluation and calculation of your quotation.

IRENE J. ENRIQUEZ
 Chief, SPMO

| ITEM NO. | GENERAL DESCRIPTION | STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK) | | UOM | QTY | UNIT PRICE | TOTAL PRICE | QUOTED UNIT PRICE | TOTAL QUOTED PRICE |
|----------|---|--|----|-----|-----|------------|-------------|-------------------|--------------------|
| | | YES | NO | | | | | | |
| 1 | VAN RENTAL AS SHUTTLE SERVICE for UP Baguio Employees: | | | lot | 1 | 391,400.00 | 391,400.00 | | |
| | ferrying of employees from UP Baguio Campus to Respective homes/nearest drop off point (ROUTE MAYBE SUBJECT TO CHANGE DEPENDING ON SKELETAL WORK SCHEDULE OF EMPLOYEES) | | | | | | | | |
| | ROUTE 1 - UP Baguio to Tuding, Pacdal, Ambiong, KM4 La Trinidad, Tomay and Buyagan La Trinidad | | | | | | | | |
| | ROUTE 2 - UP Baguio to Lower Bengao, Dontogan Greenvalley, San Luis Asin Road, Irisan, San Carlos Heights, Tacay Road, Fairview, Magsaysay Road | | | | | | | | |
| | DETAILS: | | | | | | | | |
| | FEBRUARY 1-28, 2021 = 18 DAYS AT 2 VANS PER DAY | | | | | 68,400.00 | | | |
| | MARCH 1-31, 2021 = 23 DAYS AT 2 VANS PER DAY | | | | | 87,400.00 | | | |
| | APRIL 1-30, 2021 = 19 DAYS AT 2 VANS PER DAY | | | | | 72,200.00 | | | |
| | MAY 1-31, 2021 = 21 DAYS AT 2 VANS PER DAY | | | | | 79,800.00 | | | |
| | JUNE 1-30, 2021 = 22 DAYS AT 2 VANS PER DAY | | | | | 83,600.00 | | | |
| | SCOPE OF SERVICES / CONDITIONS: | | | | | | | | |
| | * Business Entity must be within Baguio City or Benguet area to accommodate any sudden change in schedule | | | | | | | | |
| | * Licensed PROFESSIONAL DRIVER | | | | | | | | |
| | * two (2) vans per day, Monday to Friday (except on holidays and during work suspension) | | | | | | | | |
| | * one way trip - afternoon only with maximum 10 passenger per van including driver | | | | | | | | |
| | * van is Convenient, Cozy, Clean, fully sanitized before each day of service, in good running condition | | | | | | | | |
| | *Van MUST HAVE WINDOWS AT THE BACK/PASSENGER AREA and must be kept open during the travel | | | | | | | | |
| | *Inclusions: cost includes fuel of the van, salary of the driver & taxes | | | | | | | | |
| | * schedule dates shall be subject to change with one day advance notice of service cancellation | | | | | | | | |
| | ***continued at page 2*** | | | | | | | | |

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IRENE ENRIQUEZ
Chief, SPMO

Table with columns: ITEM NO., GENERAL DESCRIPTION, STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK), UOM, QTY, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE, TOTAL QUOTED PRICE. Includes item 1: VAN RENTAL AS SHUTTLE SERVICE for UP Baguio Employees.

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:

Omnibus Sworn Statement
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]