UNIVERSITY OF THE PHILIPPINES BAGUIO
Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: 000-864-006-00007
Telefax No.: (074) 442-3484
email address: spmo.upbaguio@up.edu.ph

Request for Quotation
PROCUREMENT PROJECT: Supply and Delivery of Gift Certificates
PR No. 15115
Approved Budget for the Contract: ₱ 60,800.00

Date: ***September 24, 2021***
RFQ No.: ***2235***
MOP: ***NP - Small Value Procurement***

INSTRUCTIONS:

1. Accomplish this RFQ correcttly 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 1 October 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. SUDAT, 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						
	PROCUREMENT PROJECT: Supply and Delivery of Gift Certificates								
1	Gift Certificate			pcs	38	₱ 1,600.00	₱ 60,800.00		
	worth - Php 1,500.00								
	various goods								
	no expiry date								
	Suppliers to indicate the following details to their bid:								
	Delivery Term:								
	Price Validity:								
						TOTAL:	₱ 60,800.00		

TOTAL QUOTED AMOUNT IN WORDS:

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: _____ ***Tel. No. :*** _____
Address: _____ ***Fax No. :*** _____
Name of Representative: _____ ***Email Address:*** _____
Position: _____
Signature: _____ ***Date:*** _____