



UNIVERSITY OF THE PHILIPPINES

BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR

VAT Reg. TIN: 000-864-006-00007

REQUEST FOR QUOTATION

Office of the Chancellor

Date: October 20, 2022
 RFQ No.: 2734 PR No. : 17868
 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 5:00 pm, October 25, 2022** in the return envelope attached herewith.

Note:

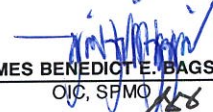
1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Delivery for a minimum period of 2 calendar day/s.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by 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, Income/ Business Tax Return (for ABCs above Php 500,000.00), Notarized Omnibus Sworn Statement (for ABCs above Php 50,000.00)**.
6. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE, UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to bdlumague@up.edu.ph, cc: spmo.upbaguio@up.edu.ph.
7. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
8. Failure to follow these instructions will disqualify your entire quotation.

Others:

Hotel Accommodation and Dinner for the Investiture of UPB Chancellor on 1-3 December 2022

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	Hotel Accommodation for officials from other CUs and other guests for the Investiture of UPB Chancellor	lot	1			₱ 596,000.00	₱ 596,000.00			
	Good for two (2) nights, Check in: 1 Dec and Check out: 3 Dec 2022									
	Location: Away from the Central Business District to ensure that hotel is not crowded w/ people;									
	Environment: serene, peaceful with view of the mountain and pine forest, a good/ relaxing ambiance for work and rest									
	No. of rooms: Thirty Nine (39) rooms									
	Room type: Superior with at least a queen size bed;									
	Clean and sanitized room and toilet and bath complete with toiletries									
	Spacious and secure parking space									
	Observing and imposing citywide health protocols									
	Inclusive of breakfast									
2	Dinner Meals , Buffet type for officials from other CUs, UPB officials and other guests for the Investiture of UPB Chancellor (maximum of 100 guests)	lot	1			₱ 85,000.00	₱ 85,000.00			
	Details as follows:									
	Dinner (Soup/ Salad, Rice, Beef/ Pork, Chicken Dish, Fish Dish, Vegetables, Drinks and Dessert)									
	Note: Please attach/ submit menu									
	* One Project having several items that shall be awarded as one contract									
	Suppliers to indicate the following details to their bid:									
	Price Validity:									
	Delivery Term:									
TOTAL:							₱ 681,000.00			

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


JAMES BENEDICT E. BAGSIC
 OIC, SFMO

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

Name of the Company: _____
 Address: _____
 Name of Representative: _____
 Position: _____
 Signature: _____

Tel. No. : _____
 Fax No. : _____
 Email Address: _____
 Date: _____