



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: November 11, 2022

RFQ No.: 2765 PR No.: 17650

MOP: NP - Small Value Procurement

Blank lines for additional information

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, November 15, 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 1 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 bdumague@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:

Meals for officials from other CUs, UPB officials and other guests for the Investiture of UPB Chancellor on 2 December 2022

Table with 9 columns: ITEM NO., GENERAL DESCRIPTION, UOM, QTY, Compliance with technical specifications (Yes/No), UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE, TOTAL QUOTED PRICE. Includes row for catering for lunch and a total row.

JAMES BENEDICTE BASSIC
OIC/SPMO

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: