



**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 Vice Chancellor for Academic Affairs**

Date: November 14, 2022  
RFQ No.: 2767 PR No.: 18136  
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, November 21, 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 3 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; 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 for UP Symphony Orchestra and Crew

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 UP Symphony Orchestra and crew	lot	1			₱ 364,000.00	₱ 364,000.00		
	Check in date: Dec 1, 2022								
	Check out date: Dec 3, 2022								
	- 17 rooms good for 4 person, two queen size bed ( quadruple sharing) for 2 nights								
	- 1 room good for 3 person, two queen size bed (quadruple sharing) for 2 nights								
	- with complementary breakfast								
	- bathroom amenities (environmentally friendly)								
2	Hotel accommodation for UP Symphony Orchestra and crew	lot	1			₱ 36,000.00	₱ 36,000.00		
	Check in date: Dec 1, 2022								
	Check out date: Dec 3, 2022								
	- 2 rooms good for 2 person, one king size bed for 2 nights								
	- with complementary breakfast								
	- bathroom amenities (environmentally friendly)								
	<b>Suppliers to indicate the following details to their bid:</b>								
	Price Validity:								
	Delivery Term:								
<b>TOTAL:</b>							₱ 400,000.00		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>									

**JAMES BENEDICT E. BAGSIC**  
OJC, 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: \_\_\_\_\_ Tel. No. : \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Name of Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_