



UNIVERSITY OF THE PHILIPPINES BAGUIO

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 Telephone No. 074.442.3484
 Email Address: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Jeepney rental of staff and volunteers for EDUKaravan sa Springhills
 Purchase Request No.: 18891
 Approved Budget for the Contract: Php 54,600.00

Date: **22 February, 2023**
 RFQ No.: **2878 for PR#18891**
 MOP: **NP-SVP**

INSTRUCTIONS:

1. Accomplish this RFQ correctly and completely.
2. Bidder should attach a copy of the latest Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement and as follows;
 - 2.a. For Corporate Managed Companies, please attach Secretary's Certificate and/ or Board Resolution
 - 2.b. For Sole Proprietorship, please attach Special Power of Attorney
3. Failure to comply with any of the Technical Specifications will disqualify the quotation.
4. Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph NOT LATER THAN 8:00 AM on 27 February, 2023.
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, and state the time of which you can make delivery. The information stated below shall be the basis for the evaluation and calculation of your quotation.

MARY ANNE R. RIVERA (sgd)
 Head, 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	Jeepney rental on 27 February 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
2	Jeepney rental on 6 March 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
3	Jeepney rental on 13 March 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
4	Jeepney rental on 20 March 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
5	Jeepney rental on 27 March 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
6	Jeepney rental on 3 April 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
7	Jeepney rental on 17 April 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
8	Jeepney rental on 24 April 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
9	Jeepney rental on 8 May 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
10	Jeepney rental on 15 May 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
11	Jeepney rental on 22 May 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
12	Jeepney rental on 29 May 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
13	Jeepney rental on 5 June 2023 (2 vehicles; UP Baguio to Springhills, vice versa)			pc	1	4,200.00	4,200.00		
Scope of Services:									
· the two jeepney vehicles can accommodate 40 passengers per trip									
· Licensed Professional Driver									
· Special Trip, Inbound									
· Convenient, Cozy, Clean, and in Good Condition Vehicle									
· Service in a timely manner									
· To observe social distancing; driver and passengers must wear face mask during the whole trip									
· No unnecessary stops during the trip									
· Inclusions: cost includes fuel of the jeepney, salary of the driver, comprehensive insurance, and taxes									
With valid certificate of public conveyance specific to the jeepney									
- Nothing Follows -									

							TOTAL:	54,600.00	TOTAL:
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:	_____	Date:	_____
Signature:	_____		_____