



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Van Rental -Various Offices  
 Purchase request No.: 19061 & 19072  
 Approved Budget for the Contract: ₱ 64,500.00

Date: 13 March, 2023  
 RFQ No.: 2916  
 MOP: NP - Small Value Procurement

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Business Permit, Philgeps Registration and Notarized Omnibus Sworn Statement for above ₱50,000.  
 In Addition:
  - For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
  - For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
- Warranty shall be 6 months for supplies and materials, 1 year for equipment from the date of acceptance of the Procuring Entity.
- Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at [spmou.upbaguio@up.edu.ph](mailto:spmou.upbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) with RFQ No. **2916** as part of the subject NOT LATER THAN **5:00 PM** on **17 March, 2023**.
- Price validity shall be for a period of 90 calendar days.
- Bidders must indicate the Brand and Model Number offered when appropriate.
- 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.

sgd  
**MARY ANNE R. RIVERA**  
 Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
1	Van Rental for the Bio 102 Fieldwork at Paraoir, Balaoan, La Union & v.v. on April 23, 2023; for 30 pax (1 Faculty-in-Charge, 3 Chaperones and 26 students)@P 6,500.00/van x 3 vans April 23, 2023 (Sunday) ETD from UPB: 6:00am ETA to UPB: 6:00pm			lot	1	₱ 19,500.00	₱ 19,500.00		
2	Van rental (1 vehicle, Baguio City to Lagawe, Ifugao, vice versa) on 30 March-3 April 2023			lot	1	₱ 45,000.00	₱ 45,000.00		
	<b>Scope of Services:</b>								
	-Licensed Professional Driver								
	-Special Trip, Inbound								
	-Convenient, Cozy, Clean, Fully Air Conditioned and Good Running Condition Vehicle								
	-Service in a Timely Manner								
	-To observe social distancing, Wearing of Face Mask is a must during the whole trip								
	-Unnecessary stop over during the trip is prohibited								
	-Inclusions: Cost includes fuel of the vehicle, salary of the driver, comprehensive insurance, toll fees and taxes								
	-with valid Certificate of Public Conveyance specific to the vehicle								
<b>- Delivery Period:</b> <b>- PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM</b> *** Nothing Follows ***							<b>TOTAL: ₱ 64,500.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>									

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: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_