

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR

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

Telephone No. 074.442.3484

Email Address: spmou.upbaguio@up.edu.ph**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of First Tranche Rice Subsidy for the University

Purchase Request No.: 19138

Approved Budget for the Contract: Php 180,950.00

Date: **March 21, 2023**RFQ No.: **2932**MOP: **NP - Small Value Procurement****INSTRUCTIONS:**

1. Accomplish this RFQ correctly and completely.
2. Bidder should attach a copy of the latest Business Permit, PhilGEPS Registration and Notarized Omnibus Sworn Statement (OSS).
In Addition:
 - 2a. For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
 - 2b. For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
3. Warranty shall be 6 months for for supplies and materials, 1 year for equipment from the date of acceptance of the Procuring Entity.
4. Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at spmou.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph & jebagsic@up.edu.ph with RFQ No. as part of the subject NOT LATER THAN 8:00 AM on 27 March, 2023.
5. Price validity shall be for a period of 90 calendar days.
6. Bidders must indicate the Brand and Model Number offered when appropriate.
7. 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
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	Rice Specification: Locally harvested Dinurado or its equivalent, moisture content: 13.5-14.5% 80/20 ratio of whole vs. broken grains, harvested in January to March 2023, well-milled, No blending without any non rice element (per actual sample kept at Procurement Office/SPMO), no impurities, no foul order, soft, tasty and edible even five hours after cooking. PhP2,350 for every pair of sacks (PhP1,175 for every sack)			sck	77	2,350.00	180,950.00			
	Packaging: Sealed in thick blue or yellow plastic sack, with transparent lateral sides printed with supplier's name, weight, type of rice, date milled minimum of 48 kgs, packed into two (2) sacks, worth PhP2,350.									
	Quality Assurance: UP Baguio employee shall conduct an on-the-spot checking of the rice against the sample rice in sachet provided by the supplier. Outright non-acceptance shall be made if rice does not meet the standards per judgement of the employee. A random sampling of the rice delivered will be checked by the UP Baguio BAC. If found not compliant with the set specifications, a penalty oh PhP2,350.00 per pair of sacks shall be imposed on the supplier. This provision shall form part of the contract to be made known to the supplier during the conduct of sealed canvass.									
	Place of Delivery: University of the Philippines Baguio Campus, Governor Pack Road, Baguio City									
	Date of Delivery: 11 April, 2023 at 0900H									
	-*** Nothing Follows ***-									
							TOTAL:	180,950.00	BID 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: _____
 Signature: _____ Date: _____