



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Janitorial Supplies for the University  
 Purchase request No.: 18692 & 18847  
 Approved Budget for the Contract: ₱ 104,950

Date: 09 March, 2023  
 RFQ No.: 2905  
 MOP: Shopping (b)

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and completely.
2. Bidder should attach a copy of the latest Business Permit and Philgeps Registration.
3. Warranty shall be 6 months 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 [spm@up.edu.ph](mailto:spm@up.edu.ph) and [bac@up.edu.ph](mailto:bac@up.edu.ph) with RFQ No. **2905** as part of the subject NOT LATER THAN **5:00 PM** on **13 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.

cc:

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	Alcohol, Isopropyl, 70%, 500 ml			pc	20	₱ 130.00	₱ 2,600.00		
2	Alcohol, isopropyl, branded, 70% solution, FDA Approved, with moisturizer			gal	50	₱ 850.00	₱ 42,500.00		
3	Disinfectant Spray, Aerosol type, branded, FDA approved, 510g			cn	105	₱ 570.00	₱ 59,850.00		

- Delivery Period: within 30 calendar days upon receipt of Purchase Order  
 - PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM  
 \*\*\* Nothing Follows \*\*\*

**TOTAL: ₱ 104,950.00**

TOTAL QUOTED AMOUNT IN WORDS:

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: \_\_\_\_\_