



**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](mailto:spmou.upbaguio@up.edu.ph)

**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Van Rental -DOST-MULAT BLISTT  
 Purchase request No.: 19037  
 Approved Budget for the Contract: ₱ 125,000.00

Date: 10 March, 2023  
 RFQ No.: 2911  
 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. **2911** as part of the subject **NOT LATER THAN 5:00 PM on 15 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	Vehicle Rental for the DOST-MULAT BLISTT Project Fieldwork at Sablan, Benguet and suburbs on April 11, 13, 14, 17-18, 20-21, 25, 27-28, 2023@5,000/trip x 10 trips; from 8:00am- 5:00pm			lot	1	₱ 50,000.00	₱ 50,000.00		
2	Vehicle Rental for the DOST-MULAT BLISTT Project Fieldwork at Tuba, Benguet and suburbs on May 23, 25-26, 29-30, 2023@5,000/trip x 5 trips; from 8:00am- 5:00pm			lot	1	₱ 25,000.00	₱ 25,000.00		
3	Vehicle Rental for the DOST-MULAT BLISTT Project Fieldwork at Tublay, Benguet and suburbs on May 2, 4-5, 8-9, 11-12, 16, 18-19, 2023@5,000/trip x 10 trips; from 8:00am-5:00pm			lot	1	₱ 50,000.00	₱ 50,000.00		
<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									
- Delivery Period: - PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM *** Nothing Follows ***									
							<b>TOTAL: ₱ 125,000.00</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: \_\_\_\_\_