



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Laboratory Reagents for College of Science  
Purchase Request No.: 19199  
Approved Budget for the Contract: Php 55,000.00

Date: April 25, 2023  
RFQ No.: 2996  
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 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 [spmouphbaguio@up.edu.ph](mailto:spmouphbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) & [jebagsic@up.edu.ph](mailto:jebagsic@up.edu.ph) with RFQ No. as part of the subject NOT LATER THAN 8:00 AM on 02 May, 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	Simmons Citrate agar ,500g							
2	TRIS base molecular grade ,500g			btl	1	40,000.00	40,000.00			
	-Delivery Period: within 30CD upon receipt of NTP									
	-Please indicate WARRANTY offered for each item/s									
	-*** Nothing Follows ***-									
<b>TOTAL:</b>							<b>55,000.00</b>	<b>BID TOTAL:</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>										

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: \_\_\_\_\_