

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply of Labor and Materials for the Repair of SRC Canopy for College of Science

Purchase Request No.: 19455

Approved Budget for the Contract: Php 251,687.63

Date: June 20, 2023  
 RFQ No.: 3148  
 MOP: NP - Small Value Procurement

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Mayor's Permit, PhilGEPS Reg. No., Notarized Omnibus Sworn Statement & PCAB License.  
 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 for 1 year 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 [spm@upbaguio@up.edu.ph](mailto:spm@upbaguio@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 5:00 PM on June 26, 2023.
- Failure to follow these instructions will disqualify your entire quotation.
- To conduct site inspection.

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  | STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK) |    | UOM | QTY | UNIT PRICE | TOTAL PRICE   | QUOTED UNIT PRICE | TOTAL QUOTED PRICE |  |
|--------------------------------------|--|--|----|-----|-----|------------|---------------|-------------------|--------------------|--|
|                                      |  | YES  | NO |     |     |            |               |                   |                    |  |
| 1                                    | Repair of the Science Research Center's Canopy                               |  |    | lot | 1   | 251,687.63 | 251,687.63    |                   |                    |  |
|                                      | -per attached Bill of Quantities   |  |    |     |     |            |               |                   |                    |  |
|                                      | -Contract Award: per Lot   |  |    |     |     |            |               |                   |                    |  |
|                                      | -Project Duration: within 60 calendar days upon receipt of Notice to Proceed |  |    |     |     |            |               |                   |                    |  |
|                                      | -To post Performance Security after Issuance of Notice to Award (NOA)        |  |    |     |     |            |               |                   |                    |  |
|                                      | -xxx Nothing Follows xxx-  |  |    |     |     |            |               |                   |                    |  |
|                                      |  |  |    |     |     |            | <b>TOTAL:</b> | <b>251,687.63</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: \_\_\_\_\_