



**UNIVERSITY OF THE PHILIPPINES
BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR
VAT Reg. TIN: 000-864-006-00007

**REQUEST FOR QUOTATION
UPB Office of the Vice Chancellor for Administration**

Date: June 1, 2023
RFQ No.: 3092
MOP: Shopping
SOF: GF

INSTRUCTIONS:

1. Accomplish this RFQ correctly and properly.
2. Bidder should attach a copy of the latest Business Permit and Philgeps Registration. Additional Documentary Requirements for ABC's above Php 50, 000. 00.
 - 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 Proprietorship.
3. Warranty shall be **six (6) months** for supplies and materials, **one (1) year** for equipment, from the date of acceptance of the Procuring Entity.
4. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE, UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to spmo.upbaguio@up.edu.ph, cc: bac.upbaguio@up.edu.ph with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 09 June 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 at your government price (including VAT) on the item/s listed below, and state the time within 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	Compliance with technical specifications		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
1	Air Freshener, Aerosol Type, 320 ml			cn	24	200.00	4,800.00		
2	Alcohol, Ethyl, 68%-72%, 500 ml			btl	40	115.00	4,600.00		
3	Bleach, Liquid Lemon Scent			gal	14	150.00	2,100.00		
4	Broom, Soft, Tambo			pc	32	120.00	3,840.00		
5	Broom, Stick, Ting-Ting			pc	18	40.00	720.00		
6	Cleaner, Toilet And Urinal, 1 L			btl	20	160.00	3,200.00		
7	Detergent Bar, 140g as packed			pc	16	13.00	208.00		
8	Detergent Powder, All-Purpose, 1kg			pch	16	100.00	1,600.00		
9	Dishwashing Scrub with foam			pc	36	45.00	1,620.00		
10	Disinfectant Spray, Aerosol Type, 510g			cn	18	650.00	11,700.00		
11	Door Mat, Braided			pc	30	35.00	1,050.00		
12	Dust Pan, Non-Rigid Plastic			pc	14	65.00	910.00		
13	Furniture Cleaner, Aerosol Type, 320ml			cn	18	360.00	6,480.00		
14	Gloves Knitted With Rubber Padding (Palm Side), pair per pack			pck	40	55.00	2,200.00		
15	Gloves, Rubber, Medium, pair per pack			pck	16	55.00	880.00		
16	Hand Sanitizer, 500ml per bottle			btl	26	165.00	4,290.00		
17	Insecticide, Waterbase Spray 600ml.			cn	16	444.00	7,104.00		
18	Liquid Hand Soap, 500ml			btl	14	110.00	1,540.00		
19	Mop, Magic Mop, Adjustable Handle, Stainless Steel+PP+PVA, Pva Sponge Mop Head, 120x28 cm			pc	6	240.00	1,440.00		
20	Mophead, Made of Rayon			pc	50	110.00	5,500.00		
21	Oil, Multi-Purpose Oil, 100 ml			btl	8	90.00	720.00		
22	Push Brush, 4 Ft. Aluminum Handle, 10" Bristle			pc	16	350.00	5,600.00		
23	Rags, All Cotton, 1kg per bundle			bun	40	85.00	3,400.00		
24	Scrubbing Pad without Foam, Heavy Duty			pc	41	70.00	2,870.00		
25	Soap, Anti Bacterial Hand Soap (In Bottle Dispenser), 450ml per bottle			btl	49	110.00	5,390.00		
26	Soap, Bath, Antibacterial, 90gms			box	40	35.00	1,400.00		
27	Soap, Dishwashing Gel, Antibacterial, 250ml			btl	25	110.00	2,750.00		
28	Tile Brush for laundry sink			pc	5	80.00	400.00		
29	Toilet Brush, Plastic Handle, Round Head, End To End Length 38 cm, Brush Size: 3cm.			pc	6	65.00	390.00		
30	Toilet Deodorant Cake			pc	40	40.00	1,600.00		
31	Toilet Tissue Paper, 2-Ply, 9 Rolls per pack, 200 pulls per roll, 100% recycled, unscented			pck	36	250.00	9,000.00		
32	Trash Bag, 37" x 40", Black, 100 pcs./ bundle			bun	40	800.00	32,000.00		
TOTAL:							131,302.00		
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: _____ Date: _____
 Signature: _____