



UNIVERSITY OF THE PHILIPPINES
BAGUIO

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

REQUEST FOR QUOTATION
Office of the University Registrar

PROCUREMENT PROJECT: Hotel Accommodation for the University Officials and guests for the 2023 UP Baguio Commencement Exercises

Purchase Request no.: 19933

Approved Budget of the Contract: Php 200,000.00

Date: 3 July 2023
RFQ No.: 3188
MOP: NP - Small Value Procurement

INSTRUCTIONS:

- 1. Accomplish this RFQ correctly and properly. All entries must be typewritten and/ or legibly handwritten.
2. Bidder should attach a copy of the latest Mayor's/ Business Permit, PhilGEPS Registration Number, Notarized Omnibus Sworn, Statement (ABCs above Php 50,000.00)
Additional Documentary Requirements for ABCs above Php 50,000.00:
2a. For Corporations and Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution.
2b. For Sole Proprietorship: A Notarized Special Power of Attorney if the Omnibus Sworn Statement Affiant is other than the Sole Proprietor.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE (SPMO), UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to mpberganio@up.edu.ph cc: spmo.upbaguio@up.edu.ph, bac.upbaguio@up.edu.ph with the RFQ No. as the subject NOT LATER THAN 8:00 AM on 7 July 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 price, government price (including VAT), on the Item/s listed below, subject to the General Conditions below and stating the shortest time of delivery. The information indicated below shall be the basis for the evaluation and calculation of your quotation.

MARY ANNE R. RIVERA
Head, SPMO

Table with 8 columns: ITEM NO., GENERAL DESCRIPTION, UOM, QTY, Compliance with technical specifications (Pls. check) YES/NO, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE, TOTAL QUOTED PRICE. Includes procurement project details and a total of P 200,000.00.

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above.

Form fields for Name of the Company, Address, Name of Representative, Position, Signature, Tel. No., Fax No., Email Address, Date.