

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: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: HOTEL ACCOMODATION FOR ADDITIONAL PARTICIPANTS
Purchase request No.: 19955

Approved Budget for the Contract: P216,000.00

Date:	03 July, 2023
RFQ No.:	<u>3196</u>
MOP:	SMALL VALUE PROCUREMENT

INSTRUCTIONS:

- 1. Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Business Permit, Philgeps Registration Number and Notarized Omnibus Sworn Statement for above ₱50,000.
 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 **spmo.upbaguio@up.edu.ph** and cc: **bac.upbaguio@up.edu.ph**, **rmsabelo@up.edu.ph** with RFQ No.**3196** as part of the subject NOT LATER THAN <u>5:00 PM</u> on <u>7 JULY, 2023</u>.
- 5. Price validty 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.



ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		иом	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
			NO						
	Hotel accommodation on 19-23 July 2023 for additional participants, trainers, MK-CHED staff and volunteers	YES							
	>= Standard room good for 2 >=30 rooms/night x 4 nights			room	120	PHP 1,800.00	PHP 216,000.00	-	
	-No breakfast								
	-Must be within Brgy. Outlook Drive, Baguio City								
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	Contract Award: Per line item - Delivery Period: On July 19-23, 2023								
	°°° Nothing Follows °°°					TOTAL:	₱ 216,000.00		
	OTED AMOUNT IN WORDS:					TOTAL:	210,000.00		

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:	