



**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
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 Telephone No. 074-442-3484  
 Email Address: [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph)

**REQUEST FOR QUOTATION (RFQ)**


PROCUREMENT PROJECT: DRINKING WATER of the University of the Philippines for Seven (7) Months subject to Ordering Agreement  
 Purchase request No.: MULTIPLE PR's  
 Approved Budget for the Contract: ₱ 80,000

Date: 25 May, 2023  
 RFQ No. 3083  
 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 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](mailto:spmo.upbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph), [rmsabelo@up.edu.ph](mailto:rmsabelo@up.edu.ph) with RFQ No. 3083 as part of the subject NOT LATER THAN **5:00 PM** on **30 MAY, 2023**.
5. Price validity shall be for a period of **June 2023 to December 2023**
6. Bidders must indicate the BRAND, MODEL NUMBER, and UNIT PRICE 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  | Compliance with technical specifications (Pls. check) |    | UOM | QTY | UNIT PRICE  | TOTAL PRICE | QUOTED UNIT PRICE | TOTAL QUOTED PRICE |
|----------|--|---|----|-----|-----|-------------|-------------|-------------------|--------------------|
|          |  | YES   | NO |     |     |             |             |                   |                    |
|          | <b>PROCUREMENT PROJECT: Supply of Drinking Water for Seven (7) Months.</b>   |   |    |     |     |             |             |                   |                    |
| 1        | MINIMUM PROCUREMENT SPECIFICATIONS: Supply of Drinking Water for Seven (7) Months (Ordering Agreement).<br>The Supplier shall be under obligation to adhere to the following conditions while carrying out its duties and responsibilities during the implementation of the contract:  | lot   | 1  |     |     | ₱ 80,000.00 | ₱ 80,000.00 |                   |                    |
|          | <b>*please indicate unit price per bottle in the unit quoted price</b>   |   |    |     |     |             |             |                   |                    |
|          | <b>Requirements and Scope of work:</b>   |   |    |     |     |             |             |                   |                    |
|          | a. Guarantee the quality of the drinking water delivered to UP-Baguio by passing through at least 4 stages of filtration System.   |   |    |     |     |             |             |                   |                    |
|          | b. Supplier should be an independent producer of water products, duly licensed refilling/deliver service established and doing business in Baguio City.  |   |    |     |     |             |             |                   |                    |
|          | c. Site inspection of water station that will be conducted by the representatives from Bids and Awards Committee, Supply and Property Management Office that will assess the capability of the supplier.   |   |    |     |     |             |             |                   |                    |
|          | <b>Water Containers (Content 5 gallons per bottle)</b>   |   |    |     |     |             |             |                   |                    |
|          | a. Water containers must be dent free, tamper proof, sealed and properly labeled by the supplier   |   |    |     |     |             |             |                   |                    |
|          | b. Ensure the timely delivery (every 2 weeks or twice a month) of drinking water on a per office basis.  |   |    |     |     |             |             |                   |                    |
|          | c. Ensure to secure a Certificate of Acceptance upon delivery for monitoring and tracking of number of bottles delivered on a specified date.  |   |    |     |     |             |             |                   |                    |
|          | Other Requirements   |   |    |     |     |             |             |                   |                    |
|          | a. Submission of Philgeps Registration, a copy of the latest Business Permit, and Notarized Omnibus Sworn Statement for above ₱50,000.<br>In Addition:<br>a.1. For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;<br>a.2. For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor |   |    |     |     |             |             |                   |                    |



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|---|---|---|----|-----|-----|---------------------------|-------------|-------------------|--------------------|
|   |   | YES   | NO |     |     |                           |             |                   |                    |
|   | b. Updated Sanitary Permit for the duration of the contract   |   |    |     |     |                           |             |                   |                    |
|   | c. In case of complaints, the University shall require Laboratory testing to an accredited DOH Water Testing Laboratory of the drinking water it supplies to UP-Baguio at the supplier's expense. Random samples taken must be with the presence of the Bids and Award Committee member, University Health Services or other authorized representative.   |   |    |     |     |                           |             |                   |                    |
|   | d. Follow inspection procedures and security measures implemented by UP-Baguio during the delivery of goods.  |   |    |     |     |                           |             |                   |                    |
| 2   | <b>Payment Terms/Contract Price Bill:</b><br>a. The UP-Baguio will be billed on a monthly basis based on actual quantity of delivered goods and in accordance with the price indicated in the proposal of the supplier.<br>b. To deliver the billing statement signed by the authorized representative of the supplier together with the Certificate of Acceptance signed by the office who accepted the delivery of the goods.<br>c. Shall issue a Valid Official Receipt upon receipt of payment from UP-Baguio.  |   |    |     |     |                           |             |                   |                    |
| 3   | <b>Document Submission and Contract Duration:</b><br>a. Document Submission:<br>Delivery of Required or Certified True Copies of Documents will be done within three (3) Working Days from receipt of Ordering Agreement/Purchase Order.<br>b. Contract Duration: The Supplier shall undertake to supply and deliver the Drinking Water for a period of seven (7) months at a price indicated by the supplier. No price adjustment during the contract duration. (June-December 2023)<br>c. Upon expiration of the contract, the University shall have the discretion to renew the agreement. |   |    |     |     |                           |             |                   |                    |
| 4   | <b>Termination/Rescission of Contract:</b><br>Failure on the part of the Supplier to comply with any of the terms and conditions set forth, shall give PLM the right to terminate the contract within seven (7) days upon receipt by the supplier of the Notice of Termination from UP-Baguio.  |   |    |     |     |                           |             |                   |                    |
| <b>Contract Award: Per lot</b><br><b>Delivery Period:</b><br><b>PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM</b><br>*** Nothing Follows*** |   |   |    |     |     |                           |             |                   |                    |
|   |   |   |    |     |     | <b>TOTAL: P 80,000.00</b> |             |                   |                    |
| <b>TOTAL QUOTED AMOUNT IN WORDS:</b> Eighty Thousand Pesos  |   |   |    |     |     |                           |             |                   |                    |

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: \_\_\_\_\_