

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

Governor Pack Road, Baguio City, Benguet, CAR

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Email Address: [spmou.upbaguio@up.edu.ph](mailto:spmou.upbaguio@up.edu.ph)**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Supply and Delivery of Various Janitorial Supplies for Office of the Vice Chancellor for Administration

Purchase Request No.: 20138

Approved Budget for the Contract: Php 123,020.00

Date: August 10, 2023  
 RFQ No.: 3319  
 MOP: NP - Small Value Procurement

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Business Permit, PhilGEPS Registration and Notarized Omnibus Sworn Statement (OSS).  
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.
- \*Warranty shall be 6 months for supplies and materials, 1 year for equipment 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 [spmou.upbaguio@up.edu.ph](mailto:spmou.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 August 16, 2023.
- Price validity shall be for a period of 90 calendar days.
- Bidders must indicate the Brand and Model Number offered when appropriate.
- 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	STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
1	Mop, Industrial dust mop, 43", Heavy Duty Floor Mop with Stainless Steel Long Handle, Wet & Dry Mops for Floor Cleaning			pc	10	2,000.00	20,000.00		
2	Mop, spinning mop and spin dry bucket with microfiber mop head with stainless handle w/o pedal			un	34	1,600.00	54,400.00		
3	Janitorial utility belt bag with 4 pockets, good quality, water resistant			un	34	650.00	22,100.00		
4	Window Cleaner with handle, Window Dust and Window Screen Cleaner; Multifunctional Dust Brush; Detachable Double Side Window Cleaner; Wet & Dry Glass Cleaning Brush; Window Screen Mesh Cleaner; Window Cleaner			un	34	780.00	26,520.00		
	-Contract Award: per Line Item								
	-Delivery Period: within 30CD upon receipt of NTP								
	*-WARRANTY included								
	-*** Nothing Follows ***-								
<b>TOTAL:</b>							<b>123,020.00</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: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name of Representative: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Tel. No. : \_\_\_\_\_  
 Fax No. : \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date: \_\_\_\_\_