



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Van Rental - Pahinungod  
Purchase request No.: 20452  
Approved Budget for the Contract: P 75,000.00

Date: 11 September, 2023  
RFQ No.: 3389  
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 Number and Notarized Omnibus Sworn Statement for above P50,000.

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 [spm@upbaguio.up.edu.ph](mailto:spm@upbaguio.up.edu.ph), and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) with RFQ No. 3389 as part of the subject NOT LATER THAN 8:00 AM on 15 September, 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 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.

  
RUEL C. LESTINO  
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						
1	Van rental (2 vehicles) for MOU signing on 28-30 September 2023 Itinerary: 09/28/2023 - UPB, Bagulo City to Serapio Gawan National High School, Paracelis, Mountain Province 09/30/2023 - Vice Versa			lot	1	P 75,000.00	P 75,000.00		
	Scope of Services:								
	-Licensed Professional Driver								
	-Special Trip, Inbound								
	-Convenient, Cozy, Clean, Fully Air Conditioned and Good Running Condition Vehicle								
	-Service in a Timely Manner								
	-Inclusions: Cost includes fuel of the vehicle, salary and meals of the driver, comprehensive Insurance, toll fees and taxes								
Contract Award: Per line item Delivery Period : 28-30 September, 2023 (3 Days) *** Nothing Follows ***									
TOTAL: P 75,000.00									
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:		