



UNIVERSITY OF THE PHILIPPINES BAGUIO

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Email Address: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Van Rental - MT Year 4
Purchase request No.: 20529
Approved Budget for the Contract: P 60,000.00

Date: 15 September, 2023
RFQ No.: 3414
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 spmo.upbaguio@up.edu.ph, and cc: bac.upbaguio@up.edu.ph with RFQ No. 3414 as part of the subject NOT LATER THAN 8:00 AM on 19 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.

YRUEL C. LESTINO
Head, SPMO

Table with 9 columns: ITEM NO., GENERAL DESCRIPTION, Compliance with technical specifications (Pls. check) (YES/NO), UOM, QTY, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE, TOTAL QUOTED PRICE. Row 1: Van rental for Technical Assistance to various institutions within Luzon... P 60,000.00. Includes Scope of Services and Contract Award details.

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

Name of the Company:
Address:
Name of Representative:
Position:
Signature:
Tel. No.:
Fax No.:
Email Address:
Date: