



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Van Rental - SILBI, CAC & LIBRARY  
 Purchase request No.: 20730 | 20862 | 20805  
 Approved Budget for the Contract: ₱ 178,000.00

Date: 26 September, 2023  
 RFQ No.: 3443  
 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 ₱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 [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. **3443** as part of the subject **NOT LATER THAN 8:00 AM** on **2 October, 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.

*RLT*  
 ✓ 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 for SILBI Team Local Benchmarking Activities Date: <b>November 08- November 11, 2023</b> No. of Pax: <b>15 pax</b> Itinerary: UPB- La union La Union to Ilocos Sur Ilocos sur to Ilocos Norte * Please see attached itinerary			lot	2	₱ 50,000.00	₱ 100,000.00		
2	Van rental for the transportation for the College of Arts and Communication Academic Staff and Support Staff on <b>October 27-28, 2023</b> from UP Baguio vis-a-vis San Juan, La Union ; <b>for at least 40 pax</b> ; inclusion of fuel costs			lot	1	₱ 50,000.00	₱ 50,000.00		
3	Van rental for strategic planning at La Union on <b>Dec. 19-20, 2023</b> ; No. of passengers: <b>10 persons per van</b> ; drop off at resort at La Union on 19 December 2023 (ETD from UP Baguio: 8:00 AM) and pick-up at resort at La Union on 20 December 2023			un	2	₱ 14,000.00	₱ 28,000.00		
	<b>Scope of Services:</b>								
	-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								
<b>Contract Award: Per line item</b> <b>Delivery Period : (October 27-28   November 08 - 11   Dec. 19-20)</b> <b>Payment Terms : Billed and paid monthly</b> *** Nothing Follows ***							<b>TOTAL: ₱ 178,000.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>									

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: \_\_\_\_\_

**Van Rental for SILBI Team Local Benchmarking Activities**

Date: November 8, 2023 to November 12, 2023

No. of Pax:15

Route:

Modista (Bauang, La Union) to Lorma Colleges (San Fernando, La Union) to Hiraya (San Juan, La Union) to Aluminak (Santiago, Ilocos Sur) to MMSU (Batac, Ilocos Norte)

**Itinerary:**

November 8, 2023

6:00 AM - 8:00 AM	Travel from UP Baguio to Bauang, La Union
8:00 AM - 9:00 AM	Arrival in Bauang, La Union and Breakfast/Briefing
9:00 AM - 12:00 NN	Presentation and Facility Tour: Modista
12:00 NN - 1:00 PM	Lunch
1:00 PM - 1:45 PM	Travel from Bauang to San Fernando
1:45 PM - 5:00 PM	Presentation and Facility Tour: Lorma Colleges
5:00 PM onwards	Dinner, Rest, and overnight stay in La Union

November 9, 2023

7:00 AM - 8:00 AM	Breakfast
8:00 AM - 8:30 AM	Travel from temporary residence to San Juan
8:30 AM - 12:00 NN	Presentation and Facility Tour: HIRAYA
12:00 NN - 1:00 PM	Lunch
1:00 PM - 3:00 PM	Travel from San Juan to Ilocos Sur
3:00 PM - 5:00 PM	La Union Assessment and Ilocos Briefing
5:00 PM onwards	Dinner, Rest, and overnight stay in Ilocos Sur

November 10, 2023

7:00 AM - 8:00 AM	Breakfast
8:00 AM - 8:30 AM	Travel from temporary residence to ALUMINAK
8:30 AM - 12:00 NN	Presentations with ALUMINAK
12:00 NN - 1:00 PM	Lunch
1:00 PM - 3:00 PM	Facility Tour with ALUMINAK
3:00 PM - 6:00 PM	Travel from Santiago, Ilocos Sur to Batac, Ilocos Norte
6:00 PM onwards	Dinner, Rest, and overnight stay in Ilocos Norte

November 11, 2023

7:00 AM - 8:00 AM	Breakfast
8:00 AM - 8:30 AM	Travel from temporary residence to MMSU
8:30 AM - 12:00 NN	Presentations with MMSU
12:00 NN - 1:00 PM	Lunch
1:00 PM - 3:00 PM	Facility Tour with MMSU's Loom Weaving Center
3:00 PM - 9:00 PM	Travel from Batac, Ilocos Norte to UP Baguio

**Scope of Services:**

- Licensed Professional Driver
- Special Trip Inbound
- Convenient, cozy, clean, fully air conditioned and good condition of vehicle
- Toll fees and taxes

- Salary of the driver
- Food and Accommodation of Driver
- Comprehensive insurance