



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: Van Rental - PAHINUNGOD (Various Dates)  
 Purchase request No.: 20692  
 Approved Budget for the Contract: P 120,000.00

Date: 26 September, 2023  
 RFQ No.: 3461  
 MOP: NP - Small Value Procurement

**INSTRUCTIONS:**

- Accomplish this RFQ correctly and completely.
  - Bidder should attach a copy of the latest Business Permit, Philgeps Registration Number and Notarized Omnibus Sworn Statement for **above P50,000**.
- In Addition:
- For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
  - 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) with RFQ No. **3461** as part of the subject **NOT LATER THAN 8:00 AM on 2 October, 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.

*Ruel C. Lestino*  
**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 (EDUKaravan sa <b>Libtong Integrated School on 09 October 2023</b> ) Itinerary: 10/09/2023 - UPB, Baguio City to Libtong Integrated School, Burgos, La Union 10/09/2023 - Librong Integrated School, Burgos, La Union to UPB, Baguio City			lot	1	P 8,000.00	P 8,000.00		
2	Van rental (EDUKaravan sa <b>La Union Special School for Culture and the Arts on 12-14 October 2023</b> ) Itinerary: 10/12/2023 - UPB, Baguio City to LUSSCA, Santol, La Union 10/14/2023 - LUSSCA, Santol, La Union to UPB, Baguio City			lot	1	P 20,000.00	P 20,000.00		
3	Van rental (EDUKaravan sa <b>Sagpat Integrated School on 12-14 October 2023</b> ) Itinerary: 10/12/2023 - UPB, Baguio City to SIS, Kibungan, Benguet 10/14/2023 - SIS, Kibungan, Benguet to UPB, Baguio City			lot	1	P 16,000.00	P 16,000.00		
4	Van rental (LGU training in <b>Angadanan, Isabela on November 8-11</b> ) Itinerary: 11/8/2023 - UPB, Baguio City to Angadanan, Isabela 11/11/2023 - Angadanan, Isabela to UPB, Baguio City			lot	1	P 48,000.00	P 48,000.00		
5	Van rental (EDUKaravan sa <b>LUSSCA on November 20</b> ) Itinerary: 11/20/2023 - UPB, Baguio City to LUSSCA, Santol. La Union 11/20/2023 - LUSSCA, Santol, La Union to UPB, Baguio City			lot	1	P 20,000.00	P 20,000.00		
6	Van rental (EDUKaravan sa <b>LIS on November 27</b> ) Itinerary: 11/27/2023 - UPB, Baguio City to LIS, Burgos, La Union 11/27/2023 - LIS, Burgos, La Union to UPB, Baguio City			lot	1	P 8,000.00	P 8,000.00		
	<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								
Contract Award: Per line Item Delivery Period : (October 9, 12-14,   November 08 - 11, 20 & 27) 10 Calendar Days Payment Terms : Billed and paid monthly *** Nothing Follows ***							<b>TOTAL: P 120,000.00</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: \_\_\_\_\_