



UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR
 VAT Reg. TIN: 000-864-006-00007
 Telephone No. 074-442-3484
 Email Address: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Van Rental - MT YEAR 3 (ILOILO & DAVAO)
 Purchase request No.: 20632 & 20633
 Approved Budget for the Contract: P 30,000.00

Date: 29 September, 2023
 RFQ No.: 3464
 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 spmo.upbaguio@up.edu.ph, and cc: bac.upbaguio@up.edu.ph with RFQ No. **3464** as part of the subject **NOT LATER THAN 12:00 PM 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.

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 from Iloilo Airport to Iloilo State University Fisheries Science and Technology Date: October 14, 2023 Airport Pick-up: Iloilo Airport- ISUFST Date: October 16, 2023 Airport Transfer: ISUFST- Iloilo Airport			lot	1	P 10,000.00	P 10,000.00		
2	1. Van rental for Technical Assistance to Ateneo de Davao on Oct. 21-25, 2023 2. Van rental for Technical Assistance to University of Southern Mindanao on Oct. 23-24, 2023 Van rental from Davao City Airport to Ateneo de Davao University Date: October 21, 2023 Airport Pick-up: Davao City Airport- Ateneo de Davao University Date: October 25, 2023 Airport Transfer: Davao City- Davao City Airport Date: October 23, 2023 From Davao City to the University of Southern Mindanao (USM), Kabacan, Cotabato and return to Davao City on October 24, 2023			lot	1	P 20,000.00	P 20,000.00		
	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 : (October 14, 16, 21 , 23, 24 & 25) 6 Calendar Days Payment Terms : 30 Calendar Days *** Nothing Follows ***								
TOTAL: P 30,000.00									
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: _____
 Signature: _____ Date: _____