



UNIVERSITY OF THE PHILIPPINES BAGUIO

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 Email Address: spm@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Van Rental - MT YEAR 3 (Various Dates)
 Purchase request No.: 20630 & 20631
 Approved Budget for the Contract: P 114,000.00

Date: 29 September, 2023
 RFQ No.: 3467
 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 spm@up.edu.ph, and cc: bac.upbaguio@up.edu.ph with RFQ No. 3467 as part of the subject **NOT LATER THAN 8:00 AM on 3 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.

[Signature]
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 to Manila Domestic Airport for travel to and from Visayas and Mindanao 1. October 14 and 16, 2023 2. Date: October 21 and 25, 2023 UP Baguio to Manila Domestic Airport and vice versa 1 Date: October 14, 2023 Airport Transfer: UP Baguio- Manila Domestic Airport Date: October 16, 2023 Airport Pick-up: Manila Domestic Airport- UP Baguio 2 Date: October 21, 2023 Airport Transfer: UP Baguio- Manila Domestic Airport Date: October 25, 2023 Airport Pick-up: Manila Domestic Airport- UP Baguio			lot	1	P 64,000.00	P 64,000.00		
2	1. Van rental for Technical Assistance to Kalinga State University on Nov.4-6, 2023 2. Van rental for Technical Assistance to NEUST, on Nov. 11-12, 2023 Van rental for Technical Assistance to Kalinga State University, Tabuk, Kalinga plus return trip to UP Baguio Date of Travel: Nov.4-6, 2023 Van rental for Technical Assistance to Nueva Ecija University of Science and Technology in Cabanatuan, Nueva Ecija plus return trip to UP Baguio Date of Travel: Nov.11-12, 2023			lot	1	P 50,000.00	P 50,000.00		
	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 & 25 November 4, 5, 6, 11 & 12) 9 Calendar Days Payment Terms : Billed and paid monthly *** Nothing Follows ***									
TOTAL: P 114,000.00									
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: _____