

## UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR VAT Reg. TIN: 000-864-006-00007

## REQUEST FOR QUOTATION

Date:	30 September 2023 3465				
RFQ No.:					
MOP:	NP- Small Value Procurement				
SOF:					

## **INSTRUCTIONS:**

- 1. Accomplish this RFQ correctly and properly.
- 2. Bidder should attach a copy of the latest Business Permit and PhilGEPS Registration and **NOTARIZED** Omnibus Sworn Statement (OSS). In Addition:
  - 2.a. For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
  - 2.b. For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
- 3. Warranty shall be six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance of the Procuring Entity.
- 4. Submit your quotation at SUPPLY AND PROPERTY MANAGEMENT OFFICE, UNIVERSITY OF THE PHILIPPINES BAGUIO, GOVERNOR PACK ROAD, BAGUIO CITY or you could email your quotation to spmo.upbaguio@up.edu.ph, cc: bac.upbaguio@up.edu.ph and rclestino@up.edu.ph with the RFQ No. 3465 as part of the subject NOT LATER THAN 8:00 AM on 6 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 at your government price iIncluding VAT) on the item/s listed below, and state the time within which you can make delivery. The information stated below shall be the basis for the evaluation and calculation of your quotation.



ITEM NO.	GENERAL DESCRIPTION	with te	liance chnical cations check)	UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
1	Rice Specification: Locally harvested SINANDOMENG SPECIAL; moisture content - 12.0-14.5%; 80/ 20 ratio of whole vs. broken grains; harvested from May to August 2023; well-milled; no blending; without any non-rice element (per actual sample kept at the Procurement Office/SPMO); no impurities; no foul odor; soft, tasty and edible even five hours after cooking. Random rice samples for testing (two levels) shall be done by the BAC. Penalty for non-compliance: PhP1,175 for every sack.	YES	NO	sck	73	2,350.00	171,550.00		
	Packaging: Sealed in thick blue or yellow plastic sack, with transparent lateral sides printed with supplier's name, weight, type of rice, date milled; minimum of 22 kgs per sack, packed into two (2) sacks, worth PhP2,350.						1		

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QUALITY ASSURANCE  1. The BAC shall conduct an on-the-spot check of the rice against the sample rice provided by the supplier.  Outright non-acceptance shall be made if the rice samples do not meet the agreed standards as determined by the designated representative employee(s).  2. A random sample of the rice delivered will be checked by the Implementing Committee/ BAC. If found not compliant with the specifications, a penalty of PhP1,175 per sack shall be imposed on the supplier. This provision shall form part of the contract to be made							
known to the supplier during pre- procurement and/ or pre-bid							
conference before the actual bidding.				_			
Place and Time of Delivery Expected Delivery: 20 October 2023 Delivery shall be made in the campus from 8:00 AM to 5:00 PM.							
*** nothing follows***							
	TOTAL: ₱ 171,550.00						
TOTAL OLIOTED AMOUNT IN MORDS							
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:	Date:	
Signature:		