



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION (RFQ)**

PROCUREMENT PROJECT: **Fourth Tranche of Rice Subsidy for FY 2023**  
Purchase Request No.: **21282**  
Approved Budget for the Contract: **P171,550.00**

Date: **17 November 2023**  
RFQ No.: **3631**  
MOP: **NP-Small Value Procurement**

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and completely. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of your duly authorized representative/s.
2. Bidder should attach a copy of the latest Business Permit, PhilGEPS Registration Number and Notarized Omnibus Sworn Statement for an Approved Budget for the Contract (ABC) above ₱50,000 except for Shopping as an Alternative Method of Procurement that requires the latest business permit and PhilGEPS registration only. **Quotations exceeding the ABC shall be rejected.**  
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\*\*, if appropriate, 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, *preferably sealed*, at the Supply and Property Management Office, UP Baguio **OR** send to this email address **ONLY** - [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 the subject heading **RFQ No. 3631** NOT LATER THAN **12:00 NN on 22 November 2023**
5. Price validity shall be for a period of 90 calendar days.
6. **IF APPLICABLE**, bidders shall indicate the Brand and Model Number of the item/s being offered.
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.**

Canvassed by: Ma. Christine Berganio



**RUEL C. LESTINO**  
Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		BRAND (N/A if not applicable)	Unit of Measure (ex. pc, lot, kl)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO								
1	<p>SUPPLY AND DELIVERY OF 73 SACKS OF RICE</p> <p>Rice Specification Locally harvested Sinandomeng Special; moisture content - 13.5-14.5%; 90/10 ratio of whole vs. broken grains; harvested from September - November 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 (5) hours after cooking.</p> <p>Random rice samples for testing (two levels) shall be done by the BAC. Penalty for non-compliance: PhP 1,175.00 for every sack.</p> <p>Packaging: Sealed in thick blue or yellow plastic sack, with transparent lateral sides printed with Supplier's Name, Weight, Type of rice, Date Milled; <b>minimum of 23.5 kgs, packed in two (2) sacks, worth PhP2,350.00</b></p> <p><b>Expected Delivery: not earlier than 7 December 2023</b> <b>Delivery shall be made in the campus from 8:00 AM to 5:00</b></p> <p>Contract Award: <u>Per line item</u> Delivery Period: <u>7 December 2023</u> <b>**WARRANTY INCLUDED</b> *** Nothing Follows ***</p>				sck	73	₱ 2,350.00	₱ 171,550.00			
							<b>TOTAL:</b>	<b>₱ 171,550.00</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: \_\_\_\_\_