



# UNIVERSITY OF THE PHILIPPINES BAGUIO

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## REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: **Supply and Delivery of Ornamental Plants for the Beautification of Balay Internasional**

Purchase Request No.: **21200**

Approved Budget for the Contract: **P150,000.00**

Date: **22 November, 2023**

RFQ No.: **3676**

MOP: **NP-Small Value Procurement**

### INSTRUCTIONS:

- 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.
- 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:
  - 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\*\*, 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.
- 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. 3676** NOT LATER THAN **12:00 PM** on **29 November 2023**.
- Price validity shall be for a period of 90 calendar days.
- IF APPLICABLE**, bidders shall indicate the Brand and Model Number of the item/s being offered.
- 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	counter-offer							
1	<b>Supply and Delivery of Ornamental Plants</b> Includes: 40 pcs Big Plants, Areca Palm (XL) at least 4 feet in height; 40 pcs Small Plants, Pilea peperomioides (chinese money plant) at least 8 inches in height				lot	1	₱ 150,000.00	₱ 150,000.00		
<p><b>Contract Award:</b> Per line item</p> <p><b>Delivery Period:</b> within 30 calendar days upon receipt of Purchase Order</p> <p><i>**Indicating a price/amount under "Quoted Unit Price" shall mean complying with the technical specification of the item even without checking the compliance column otherwise provide a counter-offer.</i></p> <p><b>**WARRANTY INCLUDED</b> *** Nothing Follows ***</p> <p style="text-align: right;"><b>TOTAL: ₱ 150,000.00</b></p>										
<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: \_\_\_\_\_