

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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Email Address: [spmou.upbaguio@up.edu.ph](mailto:spmou.upbaguio@up.edu.ph)**REQUEST FOR QUOTATION (RFQ)**PROCUREMENT PROJECT: **Various Artifacts for Museo Kordilyera**Purchase Request No.: **20826**Approved Budget for the Contract: **₱299,000.00**Date: **13 December 2023**RFQ No. **3768A**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 &amp; 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. 3768A** NOT LATER THAN **12:00 NN** on **27 December 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:

**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	Armbands made of boar tusks (Tangkil) Joined by rattan, rope and/or textile with beaded ornaments and/or human hair Pair (2 pcs) Vintage				set	1	₱ 30,000.00	₱ 30,000.00		
2	Beadworks, Kalinga necklace (Dalisis) Three strands, with precious stones and beads Notable beads: Paraggi, bugindikan, impit >=35 cm				pc	2	₱ 45,000.00	₱ 90,000.00		
3	Cordillera women's necklace (Prussian blue) Made of deep-blue glass beads Notable beads: Prussian blue >= 30 cm				pc	1	₱ 35,000.00	₱ 35,000.00		
4	Cordillera women's necklace (Paraggi) Made of trade glass beads Notable beads: Paraggi Blue/red/white combination >= 30 cm				pc	1	₱ 35,000.00	₱ 35,000.00		

5	Cordillera women's necklace (Paraggi) Made of trade glass beads Notable beads: Paraggi Green/white combination >= 30 cm				pc	1	₱ 35,000.00	₱ 35,000.00		
6	Men's cape (Gadang tappit) Blue and orange textile (mostly blue) >=90cm (height) x >=45cm (width) with beads, with tassels				pc	1	₱ 7,000.00	₱ 7,000.00		
7	Men's cape (Gadang tappit) Blue and orange textile (mostly orange) >=90cm (height) x >=45cm (width) with beads, with tassels				pc	1	₱ 7,000.00	₱ 7,000.00		
8	Men's headdress (Ga'dang suklong) Woven fine rattan, with boar tusks, feathers with beaded ornaments and/or human hair Vintage				pc	2	₱ 30,000.00	₱ 60,000.00		
<p><b>Contract Award:</b> <u>Per line item</u></p> <p><b>Delivery Period:</b> <u>within 30 calendar days upon receipt of Purchase Order</u></p> <p><i>*Indicating a price/amount under "Quoted Unit Price" shall mean complying with the technical specification of the item 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: ₱ 299,000.00</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: _____