



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: **Provision for the Conduct of the 2024 Annual Physical Examination for Faculty, Executive and Administrative Staff, Job Order Personnel and Retirees**

Purchase Request No.: **21576**

Approved Budget for the Contract: ₱ **375,000.00**

Date: **15 January, 2024**

RFQ No.: **3828**

MOP: **SVP**

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 - spm0.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph with the subject heading **RFQ No. 3828** NOT LATER THAN **5:00 PM** on **23 January 2024**.
- 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: James Benedict E. Bagsic



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, kt)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE*	TOTAL QUOTED PRICE
		YES	NO							
1	Annual Physical Examination: for 250 UP Baguio Employees				lot	1	375,000.00	375,000.00		
	Basic/Routine Examinations:									
	Chest X-Ray						280.00			
	Complete Blood Count						250.00			
	Urinalysis						85.00			
	Stool Exam						85.00			
	Blood Chemistry:									
	Lipid Profile (Total Cholesterol, Triglycerides, HDL-C, LDL-C)						800.00			
	PLEASE QUOTE THE FOLLOWING TEST WHICH MAY BE AVAILED BY EMPLOYEES, YOUR BID FOR THESE TESTS SHALL NOT BE INCLUDED IN THE COMPUTATION OF THE BID:									
	Blood Chemistry:									
	Fasting Blood Sugar						200.00			
	Creatinine						210.00			

Blood Urea Nitrogen						210.00			
Serum Uric Acid						150.00			
SGOT						240.00			
SGPT						240.00			
Special Examinations:									
Electrocardiogram						300.00			
Sono-Mammogram						800.00			
Pelvic Ultrasound						600.00			
Pap's Smear						950.00			
Prostate Specific Antigen						1,000.00			
Abdominal Ultrasound						1,500.00			
HBS Ag Determination (Hepatitis B Screening)						290.00			
Delivery Period: 18 to 20 March 2024									
CONDITIONS:									
1. Provision of services must be done in-plant									
2. Contract shall be awarded as 1 lot									
3. Payment will be based on the actual number/charges of availment									
4. All major equipment necessary for lab exam be found in the facility and in proper condition and calibration									
5. Service provider should be Baguio-based, preferably near the UPB Campus for easy verification of results and for patients' convenience in cases where repeat tests are required									
6. The Bids and Awards Committee (BAC) will only evaluate based on the Routine Examination and Blood Chemistry Examinations, but should provide Bid Offer for the Special Examinations.									
7. List of expected UP Baguio Personnel will be provided. Any patient not included in the list, like employee's dependents and other contracted services will still be accommodated and will be billed separately.									
8. Results to be provided at most Two (2) weeks after scheduled APE									
Contract Award: Per lot									
Delivery Period: within 30 calendar days upon receipt of NTP									
<i>*Indicating a price/amount under "Quoted Unit Price" shall mean complying with the technical specifications of the item even without checking the compliance column otherwise provide a counter-offer.</i>									
**WARRANTY INCLUDED									
*** Nothing Follows ***									
						TOTAL:	<u>P 375,000.00</u>		
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: _____