

UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City, Benguet, CAR VAT Reg. TIN: 000-864-006-00007 Telephone No. 074-442-3484 Email Address: spmo.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Sup

Supply of Labor and Materials for the Repainting of Walls and Glass

Door Installation for Office of the LRC

Purchase Request No.: 21760

Approved Budget for the Contract: ₱ 122,728.99

Date: 22 February, 2024

RFQ No.: **3936** MOP: **SVP**

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, Notarized Omnibus Sworn Statement, PCAB License 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 <u>OR</u> send to this email address ONLY <u>spmo.upbaguio@up.edu.ph</u> and **cc:** <u>bac.upbaguio@up.edu.ph</u> with the subject heading **RFQ No.** <u>3936</u> NOT LATER THAN <u>5:00 PM</u> on <u>27 February 2024</u>.
- 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.
- 8. To conduct site inspection.

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

RUEL C. LESTINO Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	with te	liance chnical cations check)	BRAND (N/A if not applicable)	Unit of Mea- sure (ex. pc, lot, kl)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE*	TOTAL QUOTED PRICE
		YES	NO		100, 111,					
1	Supply of Labor, Materials and Installation of Frameless Tempered Glass Door & Repainting of Walls at LRC Office (see attached Cost Estimate & DUPA)				lot	1	₱ 122,728.99	₱ 122,728.99		
	*per attached bill of quantities									

Contract Award: Per lot

Delivery Period: within 24 calendar days upon receipt of NTP

#A recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit. However, a copy of your Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.

*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.

**WARRANTY INCLUDED

To post Performance Security upon issuance of NOA

*** Nothing Follows ***

TOTAL: <u>P 122,728.99</u>

TOTAL QUOTED AMOUNT IN WORDS:

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Name of the Company:	Tel. No. :
Address:	Fax No. :
Name of Representative:	Email Address:
Position:	
Signature:	Date: