

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.upbaquio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

Supply of Labor and Materials for the Installation of PROCUREMENT PROJECT: Stainless Steel Railings for the HKP Gymnasium

Purchase Request No.: 21827

Approved Budget for the Contract: ₱ 117,587.78

Date: **20 February, 2024**RFQ No.: **3922**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 OR send to this email address ONLY spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph with the subject heading RFQ No. 3922 NOT LATER THAN 5:00 PM on 27 February 2024.
- **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
1	Installation of Stainless Steel Railing at the stair walkway going to HKP Gymnasium (Attached are the Detailed Estimates, Scope of Work and Plans)				lot	1	₱ 117,587.78	₱ 117,587.78		
	*per attached DUPA									

Contract Award: Per lot

Delivery Period: within 07 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

**WARRANTY INCLUDED

To post Performance Security upon issuance of NOA

*** Nothing Follows ***

TOTA	L:	₱ 117,587.78	8

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:				