

## 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: Supply of Labor, Materials and Installation of Genuine and Brand New Tires of the University Vehicles (Toyota Rush and Nissan Urvan)

Purchase Request No.: 21776
Approved Budget for the Contract: P90,000.00

Date: 20 February 2024

RFQ No.: 3930

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 & 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>3930</u> NOT LATER THAN <u>12:00 NN</u> on <u>26 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.

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 P. Berganio

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ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)			Unit of Mea- sure (ex. pc,	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE*	TOTAL QUOTED PRICE
		YES	NO	аррсаыс)	lot, kl)					
	Supply of Labor, Materials and Installation of Genuine and Brand New Tires of the University Vehicles (Toyota Rush and Nissan Urvan)									
1	Supply of Labor, Materials and Installation of genuine and brand new Car Tires for the UPB official service vehicles. 4 pcs tires:215/70 R15c 8 Ply Rating for Nissan Urvan (FOW 421). 4 pcs tires:215/65 R16/98S for Toyota Rush (P9W854)				lot	1	₱ 90,000.00	₱ 90,000.00		
	Labor and Materials inclusive of Wheel Balancing and Alignment for both vehicles.									

Contract Award: Per line item

Delivery Period: 30 calendar days

#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 specification of the item without checking the compliance column otherwise provide a counter-offer

\*\*WARRANTY INCLUDED

\*\*\* Nothing Follows \*\*\*

TOTAL:	P	90,	000.0	00

TOTAL	QUOTED	AMOUNT	ΙN	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:			