



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: spmou.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: **Supply and Delivery of First Tranche Rice Subsidy for the University**
Purchase Request No.: **21866**
Approved Budget for the Contract: ₱ **177,500.00**

Date: **21 February, 2024**
RFQ No. **3933**
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** - spmou.upbaguio@up.edu.ph and **cc:** bac.upbaguio@up.edu.ph with the subject heading **RFQ No. 3933 NOT LATER THAN 12:00 PM on 26 February 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, kl)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE*	TOTAL QUOTED PRICE
		YES	NO							
1	Rice Specification: Locally harvested Dinurado or its equivalent, moisture content:13.5-14.5% 80/20 ratio of whole vs. broken grains, harvested from December 2023 to March 2024, well-milled, No blending, without any non-rice element (per actual sample kept at Procurement Office/SPMO), no impurities, no foul order, soft, tasty and edible even five hours after cooking. PhP 2,500.00 for every pair of sacks (PhP 1,250 for every sack)				sck	71	₱ 2,500.00	₱ 177,500.00		
	Packaging: Sealed in thick blue or yellow plastic sack, with transparent lateral sides printed with supplier's name, weight, type of rice, date milled minimum of 40 kgs , packed into two (2) sacks, worth PhP2,500.									

<p>Quality Assurance: UP Baguio employee shall conduct an on-the-spot checking of the rice against the sample rice in sachet provided by the supplier. Outright non-acceptance shall be made if rice does not meet the standards per judgement of the employee. A random sampling of the rice delivered will be checked by the UP Baguio BAC. If found not compliant with the set specifications, a penalty oh PhP2,500.00 per pair of sacks shall be imposed on the supplier. This provision shall form part of the contract to be made known to the supplier during the conduct of sealed canvass.</p>													
<p>Place of Delivery: University of the Philippines Baguio Campus, Governor Pack Road, Baguio City</p>													
<p>Date of Delivery: starting 01 March 2024 at 0900H</p>													
<p>**Rice Sample Required for Evaluation</p>													
<p>Contract Award: <u>Per line item</u> Delivery Period: <u>within 03 calendar days upon receipt of NTP</u> <i>#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.</i> <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 ***</p> <p style="text-align: right;">TOTAL: P 177,500.00</p>													
<p>TOTAL QUOTED AMOUNT IN WORDS:</p>													

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: _____