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: Van Rental Services for the NiCHE Conference participants the Baguio City Heritage tour on 8 March 2024

Purchase Request No.: 21903

Approved Budget for the Contract: **P52,500.00**

29 February 2024 Date:

RFQ No.: 3954

NP-Small Value Procurement MOP:

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 spmo.upbaquio@up.edu.ph and cc: bac.upbaquio@up.edu.ph with the subject heading RFQ No. 3954 NOT LATER THAN 12:00 NN on 04 March 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.

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

RUEL C. LESTINO Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	with te specifi (Pls. o	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	Van Rental Services for the NiCHE Conference participants the Baguio City Heritage tour on 8 March 2024 Van rental for the 7th NiCHE Conference participants for the Baguio City Heritage tour on March 8, 2024 Time: 1:00 to 5:00pm (Each participant to choose only 1 group tour) Group 1: Tam-awan Village, Lourdes Grotto, Diplomat Hotel Group 2: Botanical Garden, Mansion House, Bamboo Sanctuary, Mines View Park Scope of Services: -Licensed professional drivers/ courteous -Convenient, cozy, fully air-conditioned, registered, and in good running condition vehicle -cost includes fuel of vehicle, salary of		NO		un	15	₱ 3,500.00	₱ 52,500.00		

Contract Award: Per line item Delivery Period: 08 March 2024

#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

**WARRANTY INCLUDED

TOTAL QUOTED AMOUNT IN WORDS:

*** Nothing Follows ***

TOTAL: ₱ 52,500.00

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:							