



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 and Materials for the Medals for the honor graduates for the 2024 UP Baguio Commencement Exercise on 24 July 2024

Purchase Request No.: 22075
Approved Budget for the Contract: P62,000.00

Date: 13 March 2024
RFQ No.: 4044
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 P50,000 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: hac.upbaguio@up.edu.ph with the subject heading RFQ No. 4044 NOT LATER THAN 5:00 PM on 20 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

Table with 10 columns: ITEM NO., GENERAL DESCRIPTION, Compliance with technical specifications (Pls. check) YES/NO, BRAND (N/A if not applicable), Unit of Measure (ex. pc, lot, kg), QTY, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE*, TOTAL QUOTED PRICE. Rows include: Supply of Labor and Materials for the Medals for the honor graduates for the 2024 UP Baguio Commencement Exercise on 24 July 2024; Medal for cum laude; gold plated. 1 1/2" diameter engraved with UP logo; with lace and individual box. Lace color: maroon and green; Medal for magna cum laude; gold plated. 1 3/4" diameter engraved with UP logo; with lace and individual box. Lace color: maroon and green; Molding; medal molding for cum laude; Molding; medal molding for magna cum laude.

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 62,000.00

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