

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: Tokens for the participants of Finance Summit 2024 on 17-19 April 2024
Purchase Request No.: 22025

Approved Budget for the Contract: P100,000.00

Date: 03 April 2024

RFQ No.: 4075

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 **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. 4075** NOT LATER THAN **12:00 NN** on **8 April 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

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RUEL C. LESTINO Head, SPMO

| ITEM NO. | GENERAL DESCRIPTION | with te | oliance echnical cations check) | BRAND (N/A if not applicable) | Unit of Mea- sure (ex. pc, lot, kl) | | UNIT PRICE | TOTAL PRICE | QUOTED UNIT PRICE* | TOTAL QUOTED PRICE |
|-------------|---|---------|--|-------------------------------------|--|----|---------------|-------------|--------------------------|-----------------------|
| | | YES | NO | | | | | | | |
| | Tokens for the participants of Finance Summit 2024 on 17-19 April 2024 | | | | | | | | | |
| 1 | Choco Flakes, at least 160g per bottle | | | | btl | 80 | ₱ 300.00 | ₱ 24,000.00 | | |
| 2 | Coffee, Benguet Blend, 1/2 kg per pack, sealed foil packaging | | | | pck | 80 | ₱ 400.00 | ₱ 32,000.00 | | |
| 3 | Strawberry preserve with whole strawberies content, high quality, at least 750ml/ btl | | | | btl | 80 | ₱ 200.00 | ₱ 16,000.00 | | |
| 4 | Ube jam (purple yam), high quality, at least 440-450g/ btl | | | | btl | 80 | ₱ 350.00 | ₱ 28,000.00 | | |
| | | | | | | | | | | |

Contract Award: Per line item

Delivery Period: 12 April 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 a counter-offer

**WARRANTY INCLUDED

TOTAL OUOTED AMOUNT IN WORDS:

*** Nothing Follows ***

TOTAL: <u>₱ 100,000.00</u>

| After having care | fully read and accepted your General Conditions, I/W | e quote you on the iter | ms at prices noted above. |
|-------------------------|--|-------------------------|---------------------------|
| Name of the Company: | | I el. No. : | |
| Address: | | Fax No. : | |
| Name of Representative: | | Email Address: | |
| Position: | | <u> </u> | |
| Cianatura | <u> </u> | Date | |