



**JOB ORDER
REQUEST FOR QUOTATION**

Company: _____
Address: _____

Date: November 20, 2025
Quotation No.: **25-11-490**
PR No.: **25-11-1141**

Sir/Madam;

You are hereby invited to quote your lowest and best price/s for the items listed below, subject to compliance with the Terms and Conditions provided in this Request for Quotation (RFQ). Please return your duly signed quotation to the bearer; email to: procurement@wpu.edu.ph; and/or submit in a sealed envelope to Procurement Office, Administrative Building, Western Philippines University, San Juan, Aborlan, Palawan on or before the deadline.

Deadline of Submission: November 24, 2025


JULIE ANNE PEARL P. DENOSTA
OIC, Procurement Office

INSTRUCTIONS / TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
 - Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
 - Price quotation/s must be valid for a period of **FORTY-FIVE (45)** calendar days from the deadline of submission.
 - Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable
 - Quotations exceeding the Approved Budget for the Contract shall be rejected.
 - All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
 - Award of contract shall be made to the Lowest Calculated and Responsive Bid which complies with the technical specifications, requirements and other terms and conditions stated herein.
- ☒ **LCRB PER LOT** ☐ **LCRB PER LINE ITEM**
- The item/s shall be delivered according to the accepted offer of the bidder.
 - Item/s delivered shall be inspected on the scheduled date and time of WPU. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications
 - Payment shall be made after delivery and upon the submission and completion of the required supporting documents. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
 - Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. WPU may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
 - The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
 - The RFQ, Purchase Order (PO), and other related documents for this Procurement projects shall be deemed to form part of the contract.
 - Bidders must submit their legal eligibility documents: Philgeps Registration, Mayor's Permit, DTI/SEC/CDA and BIR Certificate.
 - RFQ shall be accompanied by: Omnibus Sworn Statement (Php 200,000.00 ABC); Income Tax Return Cert (Php 500,000.00); Post Performance Security (complex transactions) and submit Brochure and Warranty Certificate for Equipment and highly technical apparatus or paraphernalia.
 - Bidders shall enter into Contract with the Procuring Entity for Contracts with Award amount of Php1,000,000.00 and above.

END-USER :	HDPO	MODE OF PROCUREMENT:	SVP
ACTIVITY / PROJECT:	STRASUC OLYMPICS 2025 ON NOVEMBER 22-29, 2025	DELIVERY PERIOD:	Nov. 22 & 29, 2025
ABC:	320,000.00	PAYMENT TERM:	CHARGE
PLACE OF DELIVERY:		FUND CLUSTER	164

ITEM NO.	QTY.	UNIT	PARTICULARS	UNIT COST	TOTAL COST
			Bus from NAIA to Lucena City (vice versa)		
			TRANSPORTATION SERVICE		
			Air-conditioned Bus		
			(49 min seaters)		
1	5	unit	Pick-up: NAIA Terminal		
			Destination: Lucena City		
			November 22, 2025		
1	5	unit	Pick-up: Lucena City		
			Destination: NAIA Terminal		
			November 29, 2025		
TOTAL QUOTATION OFFERED:					

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above and hereby propose to furnish and deliver any and/or all of the items as per specifications and price quoted herein.

Canvassed by:

KENNETH S. ALARCON
Signature Over Printed Name

Date

Dealer's Name / Signature
Tel./Cellphone No.: _____
Business TIN No.: _____
Date: _____