

UNIVERSITY OF THE PHILIPPINES  
UP Los Banos  
College, Laguna  
Request for Quotation  
OVCAA Office of the University Registrar (OUR)

*[Signature]*  
SIGNATURE  
DATE

S-204-17 R  
AUG 08 2017

SUPPLIER'S NAME

Date Prepared 07/14/17 (Fri)

RFQ No. 8-12 AM  
Fund Code: 5013  
Revolving Fund (164)  
9304811  
Mode of Procurement: Shopping (Sec.52.1b)  
Evaluation and award  
Contact Person/ End-user: ROSALINA A. MONTARAS  
Contact No / Email Add.: 536-2553/536-2426

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions on the last page, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than (May 2,2017) in the return Envelope attached herewith.

- Note:
- All entries must be written in print and properly accomplished. Do not leave blank entries. Put N/A for not applicable.
  - Bidders must indicate the BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples.
  - Quotation through fax/email is acceptable. Winning bidder shall submit original signed RO before issuance of Purchase Order (PO).
  - In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.
  - Delivery period within 15 calendar days
  - Documentary requirements per Memorandum No. 03, Series of 2017 shall be attached upon submission of the quotation (for new suppliers)
  - Others:

RFQ for PR No. 14242

LOT #	ITEM #	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	Qty.	Unit of Issue	Estimated Unit Cost	Estimated Total Cost	OFFERED SPECIFICATIONS <small>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements.</small>	UNIT PRICE	TOTAL COST	EVALUATION <small>(Leave this space blank. For BAC Evaluators only)</small>
	1	Diploma Folders	Size: 11" x 16" (spread size) 5.5" x 8" (folded size) Front : Maroon Book Cover, bookbinding board with stamping of gold lettering -Unibersidad ng Pilipinas and UPLB Logo Inside: Silver Lace 220 gsm ; green ribbon to hold diploma; offset printing of oblation & seal (one color)	800	pc	93.75	75,000.00				

Note: Supplier must have track record in UPLB in printing diploma folder

TOTAL ABC:		P75,000.00	TOTAL AMOUNT:	P0.00
			IN WORDS	

Reviewed and Checked By

BAC TWG

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible or on or before the deadline stated herein.

*[Signature]*  
Rosalina A. Montaras  
Buyer

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of atleast thirty (30) calendar days from the date of submission.
- Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties, and /or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
- UPLB reserves the right to reject any or all offers and accept an offer as may be considered most advantageous to the University.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

After having carefully read and accepted your Terms and Conditions, I/We quote you on the Item at prices noted above.

Name of the Company

Address

Name of Representative:

Position:

Tel No :

Fax No :

Email Address:

Requirements for Suppliers (Memorandum No. 03, Series	Shopping	SVP	Scientific	Lease	Emergency
1 Mayor's/ Business Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 PhilCEPS Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Professional license/ CV (consulting services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 PCAB License (for Infrastructure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Income / Business tax returns (except for government agencies as lessors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> or ABC's -500k	<input type="checkbox"/>	<input type="checkbox"/> or ABC's -500k
6 Omnibus Sworn Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 NFCC for Infrastructure with ABC above Php500k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>