





**TERMS AND CONDITIONS:**

Buyer

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

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

**Requirements for Suppliers (Memorandum No. 03, Series of 2017):**

	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 PRC/CPA 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"/> for ACG > \$10k	<input type="checkbox"/>	<input type="checkbox"/> for ACG > \$50k
6 Omnibus Sworn Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 NECC for Infrastructure with ABC above P1P-500K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>