



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A
VAT Reg. TIN: 000-864-006-00004

UPLB-BAC SECRETARIAT
DATE: 12-11-20
DEC 16 2020 9:10
UPLB-RQ-12-285-20 GWD
DEADLINE OF SUBMISSION

Request for Quotation UPLB Office of the Vice Chancellor for Planning and Development

UPLB-RQ-29210

DEADLINE OF SUBMISSION:

Supplier Name: _____

Date: DEC. 10 2020
Fund Code: _____
MOP: Shopping
Contact No.: _____
Contact Person: _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

Note:

- Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
- Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
- 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 sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
- Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
- Quotations exceeding the Approved Budget for Contract shall be rejected.
- Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
- Others:

ITEM NO.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTE UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
		Computer chair: Large, clean and efficient office Easily carry adults without shaking, Stable, non-shaking, smooth and beautiful, not easy to rust, strong and durable; waterproof, corrosion-resistant and wear-resistant; 2MM thickened edge	pc	12	3,500.00	42,000.00				
		Executive chair, Comfortable to sit, adjustable armrests according to the back seat recline; PU leather, movable wheels, with footrest	pc	2	6,000.00	12,000.00				
		chairs, stockable/foldable; steel Frame with All-Weather Finish; made of UV-Protected High-Density Polyethylene (HDPE); wide seat and tall back; stain resistant and easy to clean; contoured for comfort; indoor/outdoor use	pc	6	1,500.00	9,000.00				
		table, stockable/ foldable, high density polyethylene, 5 ft. fold-in-half table: weight capacity for center load 90kg and 210 kg distributed load	pc	2	3,500.00	7,000.00				
					TOTAL ABC	70,000.00				

Reviewed and Checked By:

DANILO A. SANTIAGO
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 on or before the deadline stated herein.

TERMS AND CONDITION

- Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to assure that manufacturing defects shall be corrected by 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 of one (1) year warranty and two (2) to three (3) years extended warranty (if applicable) in the case of NON-EXPENDABLE SUPPLIES after acceptance by End-user of the delivered supplies.
- Delivery period within 30 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any interlineations, erasure, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

BUYER/ END-USER

Requirements for Suppliers (GPPB Resolution NO. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.9)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's Business Permit	/	/	/	/	/
2 PhilGIPS Registration Number	/	/	/	/	/



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4	PCAB		/			
	Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6	Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7	NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S ABOVE 50K

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

Name of the Company: _____

Address: _____

Signature over Printed _____

Name of Representative: _____

Position _____

Tel No.: _____

Fax No.: _____

Email Address: _____

Date: _____