



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (EXECUTIVE CHAIR, CPAI-DO)
COLLEGE OF PUBLIC AFFAIRS AND DEVELOPMENT

UPLB BAC SECRETARIAT
BY: *[Signature]* DATE: 12-14-20
DEC 18 2020 9:10
UPLB-RQ-12-300-20 *[initials]*
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date: December 04, 2020
Fund Code: _____
MOP: SVP
Contact No: 536-4267
Contact Person: MAYBEL T. YONZON

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

- Note
1. 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.
 2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
 3. 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.
 4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
 5. Quotations exceeding the Approved Budget for Contract shall be rejected.
 6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation.
 7. 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 <small>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
	Bookshelves cabinet	Library style, 3 sides cover, all steel, fabricated in CRS (cold rolled steel), powder coated, with 5 adjustable shelves, 6 compartments, Gauge no. 22. Dimension: 72"H x 36"W x 18"D	un	2	11,000.00	22,000.00				
4	FILE CABINET	FILE CABINET, Vertical Filing Cabinet - All steel, fabricated in CRS (cold rolled sheets), legal size - 4 drawers, with centralized locking system, with hanging file divider, on each shelf, with electrostatic powder coating, light gray finish. Gauge 20 Dimension: H140 x W46 x D62cm	un	3	14,000.00	42,000.00				
5	FILE CABINET	FILE CABINET, Lateral Filing Cabinet - All steel, fabricated in CRS (cold rolled sheets), legal size - 4 drawers, equipped with full suspension slides with hanging file divider, with centralized locking system, with electrostatic powder coating, light gray finish. Gauge 20 Dimension: H106.5 x W90 x D45cm	un	1	14,500.00	14,500.00				
	Storage Cabinet/Book Display Cabinet	Sliding glass door, all steel, fabricated in CRS with 5 adjustable shelves, provided with imported handle with lock and duplicate keys. Dimension: 72"H x 36"W x 18"D	un	1	14,525.00	14,525.00				
	Book cart trolley	All steel, fabricated in CRS (cold rolled sheets), 3 compartments: 1st & 2nd from top slanted, back-to-back, below compartment, flat shelf. Dimension: 40"H x 33"W x 17"D	un	1	11,500.00	11,500.00				
	Step ladder	3 steps, anti-slip, 47 x 68 x 103cms, extra-wide steps, anti-slip treads, handle doubles as a backrest, safely locks into place	un	2	4,500.00	4,500.00				
TOTAL ABC						109,025.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: *[Signature]*

DONNY REY D. CAMUS

BAC TWG 457-2020

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 CONDITIONS:

1. Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.

[Signature]
BUYER/END-USER

2. 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.
3. Delivery period within _____ calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. 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.

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

		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	REQUIREMENTS	/	/	/	/	/
2	Mayor's/Business Permit	/	/	/	/	/
3	PhilGEPS Registration Number	/	/	/	/	/
4	Professional Licenses/ CV (consulting services)	/	/	/	/	/
5	PCAB License (for Infrastructure)	/	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6	Income / Business tax returns (except for government agencies as permitted)	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 500K
7	Omnibus Sworn Statement	/	/	/	/	FOR ABC'S ABOVE 50K
NFC: for Infrastructure with ABC above P500K						

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

Position

Tel. No.

Fax No.

Email Address

Date