



## UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
TYPE END USER/DEPARTMENT UNIT

UPLB BAC SECRETARIAT

BY: *[Signature]* DATE: 12-14-20

DEC 18 2020 9:10

UPLB-RQ-12-308-20 encls

DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF  
SUBMISSION:Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_Date: December 03, 2020  
Fund Code: 9151017  
MOP: Shopping  
Contact No: 543 9571  
Contact Person: Ms. Elenita M. Esguerra

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 <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>
1	Gloves	Gloves, heavy duty latex, 15 inches length, small, medium, large, pc	pc	40	250.00	10,000.00				
2	Paper towel	Interfolded paper towel, 2 ply, 175 sheets, pack	pack	40	45.00	1,800.00				
3	Face mask	Face mask, surgical, earloop type, non-woven, 3 ply, 50s/pack	pack	50	150.00	7,500.00				
4	Dishwashing liquid	Dishwashing liquid, concentrate, antibac, 500 ml/bot	bot	30	370.00	11,100.00				
5	Hand sanitizer	Hand sanitizer, antibacterial gel, 1L, pump bottle	bot	30	180.00	5,400.00				
6	Alcohol	Alcohol, antibacterial, non-drying, hypoallergenic, 5-in-1, 500 ml/bot	bot	50	22.00	1,100.00				
7	Tissue paper	Tissue paper, 2 ply, 400 pulls, 4 rolls per pack, good quality	pack	25	360.00	9,000.00				
8	Disinfectant	Disinfectant, Sodium hypochlorite	bot	40	82.50	3,300.00				
9	Soap	Laundry powder soap, 950 gm/pack	pack	60	140.00	8,400.00				
10	Soap	Bath soap	pc	15	25.00	375.00				
TOTAL ABC (a)						57,975.00				
							TOTAL QUOTED AMOUNT 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 on or before the deadline stated herein.

BUYER/ END-USER

## TERMS AND CONDITIONS:

- 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 \_\_\_\_\_ 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 initialed by you or any of your duly authorized representatives.

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

REQUIREMENTS	Shopping (Section 5.2)	Negotiated Procurement- Small Value Procurement (Section 5.3.9)	Negotiated Procurement- Lease of Real Property or Venue (Section 5.3.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 5.3.6)	Negotiated Procurement- Emergency (Section 5.3.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 500K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k		/	/	/	FOR ABC'S ABOVE 500K

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: \_\_\_\_\_