



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS

VAT Reg TIN 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

UPLB BAC SECRETARIAT  
BY: *[Signature]* DATE: 12-16-20  
DEC 21 2020 9:00  
UPLB-RQ- 12-359-20  
DEADLINE OF SUBMISSION *[Signature]*

UPLB-RQ- \_\_\_\_\_ OVCAA-  
96970

DEADLINE OF \_\_\_\_\_

Suppliers Name \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
Fund Code 9151017 - LB02008001  
MOP Shopping  
Contact No 536-2306  
Contact Person MARIA RACHELLE R. LOPEZ

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	FURNITURE	Brand-new Cabinet, multi-compartment, drawers, wood/particle board, 2 blocks, side-by-side door, 2 door, 2 drawers, walnut, 80cmx47cmx186cm.	pc.	1	12,000.00	12,000.00				
2	FURNITURE	Brand-new Collapsible 5-Layers cabinet /folding Shelf with wheels (black)	pc.	5	4,000.00	20,000.00				
3	FURNITURE	Brand-new Office chair (Executive type) High Back Executive Chair Material: 3 year special PU Armrests: 821 PP Mech: butterfly mechanism to control gaslift and tilt Gaslift: D100 CLASS 3 LANT Base: 350mm chrome metal base + nylon casters 200kg capacity 1 yr standard warranty	pc.	2	14,000.00	28,000.00				
4	FURNITURE	Brand-new Office chair (Staff type) Chair with adjustable headrest - Full Lumbar support - ANSI/BIFMA Standard - Black Mesh Seat and Back - Painted steel tube frame, gray steel legs - Synchro-mechanisms with tension adjustment - Soft gel arm pads 200kg capacity 1 yr standard warranty	pc.	9	10,000.00	90,000.00				
4	FURNITURE	Brand-new 3-layer Lateral Steel cabinet, CRS guage 20 Powder coated with heavy duty lock 1 yr standard warranty	pc.	4	13,000.00	52,000.00				
TOTAL ABC						202,000.00				
						TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked by

*[Signature]*  
BAC NO. ENGR. D.D. CAMUS  
534-2020

*[Signature]*  
MARIA RACHELLE R. LOPEZ  
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.

6. 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 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 PhLEPPS Registration Number	/	/	/	/	/
3 Professional Engineer, CE, 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 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 \_\_\_\_\_  
 Position \_\_\_\_\_

Tel. No. \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Date \_\_\_\_\_