

RFQ



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS

VAT Reg. No. 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: 12-6-20  
DEC 21 2020 9:00  
UPLB-RO-12-302-20 CMO DS  
UPLB-RO DEADLINE OF SUBMISSION 1997

DEADLINE OF SUBMISSION:

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, 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. Quotation/s 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		128 GB USB Flash drive	pc	58	6980	4,800.00				
		Laser Jet Printer ink (black) not refill or remanufactured	pc	8	4,000	32,000.00				
		Printer Black and white printing ; Hi-Speed USB 2.0 port ; Laser printers, Multifunction printers.	pc	4	14,500	58,000.00				
<b>TOTAL ABC</b>						<b>124,800.00</b>				
							<b>TOTAL QUOTED AMOUNT IN WORDS</b>			

Reviewed and Checked By  
*[Signature]*  
DANILA SANTIAGO  
AO V

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 on 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 authorized representatives.

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

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement - Value Procurement (Section 53.1)	Negotiated Procurement - Lease of Real Property (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 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			
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 50K
7 NFCC for infrastructure with ABC above Ph500k		FOR ABC'S ABOVE 50K			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: \_\_\_\_\_