



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

**UPLB BAC SECRETARIAT**  
 BY: [Signature] DATE: 2-19-21  
**FEB 23 2021** 9:40  
**UPLB-RQ-2-030-21** 9:40 DS  
**DEADLINE OF SUBMISSION**

**Request for Quotation/ Bid Form (Webinar Production\_2nd International Conference on Governance and Development)**  
**COLLEGE OF PUBLIC AFFAIRS AND DEVELOPMENT**

**UPLB-RQ-**

**DEADLINE OF SUBMISSION:**

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

Date 2-1-2021

Fund Code 82-671-00

MOP \_\_\_\_\_

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>
1	Virtual Conference Service Provider	Design and lay-out of publicity materials for the conference such as but not limited to powerpoint template and backdrops Conference logo Banner for websites and social media e-posters e-brochures Video teasers Certificate for speakers and participants Post conference video Facilitate coordination for abstract-related logistics Certificate preparation and Distribution Creation of virtual exhibit of abstracts and/or posters of selected presenters Technical directing Moderation Program monitoring with streaming services Inclusive of tax	lot	1	154,000.00	154,000.00				
TOTAL ABC						154,000.00				

Reviewed and Checked By

*Christopher V. Labe*  
CHRISTOPHER V. LABE 02/02/21  
BAC TWG

TOTAL QUOTED AMOUNT IN WORDS: One hundred fifty four thousand only

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.

*[Signature]*  
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
- 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 representative/s.

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

REQUIREMENTS		Shopping	Negotiated	Negotiated	Negotiated Procurement- Scientific	Negotiated
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 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

Tel. No

Fax No

Signature over Printed Name of Representative

Email Address

Position

Date