



Request for Quotation/ Bid Form (Technical Specifications)

UPLB BAC SECRETARIAT  
BY: \_\_\_\_\_ DATE: 5-21-21  
MAY 25 2021 *till 10am*  
DEADLINE OF SUBMISSION: \_\_\_\_\_  
UPLB-RQ- 5-157-21-RES  
DEADLINE OF SUBMISSION

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

Date \_\_\_\_\_  
Fund Code: N9-146-3A  
MOP \_\_\_\_\_  
Contact No: (049)536-4750 mrllsmg@gmail.com  
Contact Person: Sharmaine Marie Marasigan

*\* 2nd EXTENSION*  
**MAY 31 2021**  
*TIL 10AM*

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

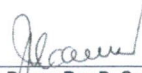
Note:

- 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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Sala Set	2-1-1 and center table 1 long main chair (2 seater) Height: 735mm: 430mm Length: 630mm Width: 1315mm Single seater (2) Height:735mm : 430mm Length:635mm Width:615mm Center table (1) Height: 420mm Length: 500mm Width: 960mm Color: Black or gray (set cloth) Center Table: glass or wood Brand new	set	1	30,000.00	30,000.00				

2	Lectern or Podium	Depth: 370mm 4 Height: 180mm Lip Height: 50mm Shelf Height: 660mm Color: Mahogany Material: Wood Brand new	set	1	10,000.00	10,000.00				
3	Conference table	Length: 71" Width: 35.4" Height: 33" Color: Mahogany Material: Wood Brand new	set	1	30,000.00	30,000.00				
4	Office table with drawers	Height: 120cm Length: 60cm Width: 76cm Color: Mahogany Material: Wood Brand new; 1.2 Centralized lock office tables	set	2	5,000.00	10,000.00				
5	Office Furniture: Office Chair	OFFICE CHAIR: brand new, midback chair with armrest Dimension (min): W70x80x100cm Color: black Material/ Feature: PVC armrest, gas lift, adjustable seat height, black frame, mesh back rest, upholstered seat with fabric; star base: nylon or powder coated black metal legs caster wheels Capacity: 200kg Warranty: 1yr Standard Warranty please see attached sample design  Note: Please see attached pictures for reference	un	3	5,000.00	15,000.00				
<b>TOTAL ABC</b>						<b>95,000.00</b>	<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By:

  
 Engr. Donny Rey D. Camus  
 BAC/TWG 37-2021

*SM*  
 Sharmaine Marie Marasigan  
 END USER

**TERMS AND CONDITIONS:**

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

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 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
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: \_\_\_\_\_