



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)
Institute of Biological Sciences

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 6-23-21
JUN 29 2021 10am
UPLB-RQ- 6-193-21-RES
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

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

Date: May 14, 2021
Fund Code: N9A632B
MOP: Small Value Procurement
Contact No: (049) 536 2807
Contact Person: Gina Malison

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: \_\_\_\_\_

Table with 10 columns: 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, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Row 1: Printing and Binding, 50 pcs, 1,700.00, 85,000.00.

Reviewed and Checked By:

RAY ANGELO P. NASINO

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.

INOCENCIO E. BUOT, JR.

BUYER/ 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 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.
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)**

	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 REQUIREMENTS	/	/	/	/	/
2 Mayor's/Business Permit	/	/	/	/	/
3 PhilGEPS Registration		/		/	
4 Professional license/ CV (consulting services)		/			
5 PCAB License (for Infrastructure)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6 Income / Business tax returns (except for		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7 Omnibus Sworn Statement		/			FOR ABC'S ABOVE 50K
NFCC for Infrastructure with APC above P=500K					

**After**

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. No. : \_\_\_\_\_

\_\_\_\_\_ Fax No. : \_\_\_\_\_

Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_