



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

UPLB BAC SECRETARIAT
BY: JT DATE: 7/19/21
JUL 26 2021 -TIL 10AM
UPLB-RQ- 7-119-21-600DS
DEADLINE OF SUBMISSION

Request for Quotation/ Bid Form (Technical Specifications)
Office of Public Relations (QPR)

UPLB-RQ-

DEADLINE OF SUBMISSION:
20 July 2021

Suppliers

Date: July 13, 2021
Fund Code: 100007
MOP: Small Value Procurement (SVP)
Contact No: 049-536-3604
Contact: Ana Lisa G. Gabatin

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	Printing Services	Business/Calling Cards of UPLB Officials Stock: Matte# 220 Size: 9 cm x 5.5 cm Color: black, maroon stamping, colored logo with spot UV, back to back, Process: Offset printing	box	196	550.00	107,800.00				
		<i>Please see attached Note to Bidders.</i>								
TOTAL ABC						107,800.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

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.

ANA LISA G. GABATIN
BUYER/ENDER

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
- 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 conditions 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 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)		/		/	
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			FOR ABC'S
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 Name of _____

Position: _____

Tel No : _____

Fax No. : _____

Email Address: _____

Date: _____

Note to bidders:

Bidders are required to submit a digital proof with their quotation to the UPLB Office of Public Relations through the Bids and Awards Committee.

Bidders must also submit a portfolio of outputs from recent job contracts awarded to them by known universities, corporations and other establishments to the Office of Public Relations through the Bids and Awards Committee.

The printing facilities of the bidders should be based in Metro Manila.

If necessary, the Office of Public Relations will conduct a plant visit of the facilities of the printing outfits that will submit their quotations to the Bids and Awards Committee.