



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
 Los Banos, IV-A

Request for Quotation/ Bid Form
 Department of Agricultural and Applied Economics

UPLB-RQ- _____
DEADLINE OF SUBMISSION: _____

Suppliers Name: _____

Date: _____
 Fund Code: _____
 MOP: _____
 Contact No: _____
 Contact Person: _____

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.
 - 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.
 - 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 how the detailed technical specifications of their offer equal each of the individual parameters of each requirement</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
	Arch Gateway for UP Laguna Quezon Land Grant	Material made of cement with wood carings of plants and stones; total height 5 meters, horizontal feet space: 80 cm, and opening width: 6 meters, diameter of trunk (base): approx 1 meter	lot	1	390,000.00	390,000.00				
		<i>site inspection req'd</i>								
TOTAL ABC						390,000.00				
Reviewed and Checked By: _____								TOTAL QUOTED AMOUNT IN WORDS: _____		

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 _____

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 ensure 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
- 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 (GPPS Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.3)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.8)	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 lessors)		FOR ABC'S ABOVE 500k	/	/	FOR ABC'S ABOVE 50k
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 100k	/	/	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: _____
 Signature over Printed Position: _____

Tel. No.: _____
 Fax No.: _____
 Email Address: _____
 Date: _____