



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

Request for Quotation/ Bid Form (Technical Specifications)
OVCRE-UPLB

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 2/16/22
FEB 21 2022 -TIL 11AM
UPLB-RQ- 2-021-22-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: FEBRUARY 16, 2022
Fund Code: _____
MOP: _____
Contact No: 9493297500
Contact Person: MARLYN S. NUÑEZ

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 blank space for BAC Evaluation only)
1	TOKENS AND AWARDS	Brochures, bi-fold with jacket 4.25 x 6.5 inches, Stock: C2S #180, Size: 8.5 x 13 (WxL), spread size, full color, back to back, offset printing, matte laminated both sides	pc	200	40.00	8,000.00				
2	TOKENS AND AWARDS	Brochures/Leaflet inserts, Size 5.35 x 8.43 inches, Stock: C2S #140, full color, back to back offset printing, gloss laminated both sides	pc	200	30.00	6,000.00				
3	TOKENS AND AWARDS	Fans, 14.5 cm diameter, circle shape, fold coat paper 12 paste together; full color back to back; digital printing, gloss laminated both sides	pc	200	40.00	8,000.00				
4	TOKENS AND AWARDS	Press Kit Holder - Left side: 11 X 8.5 inches (Wx L), Stock: C2S #180 or #160, spread size, full color front & back, offset printing, bi-fold, matte laminated front and back side. Right Side Length: 11.38 inches, then paste the excess to make it 8.5 inches; 3 inches pocket size with 0.5 inches excess;	pc	200	150.00	30,000.00				
5	TOKENS AND AWARDS	Water proof Sticker (13 x 19 inches) (for spray bottle)	sheet	300	90.00	27,000.00				

6	TOKENS AND AWARDS	Spray Bottle, continuous 330 ML, plastic, with fine mist spray, assorted shapes, design and color	pc	300	120.00	36,000.00					
7	TOKENS AND AWARDS	Spray Bottle with keychain 30 ml, fine mist spray, assorted shapes, design and color	pc	300	15.00	4,500.00					
8	TOKENS AND AWARDS	Cloth Face Mask, customized,	pc	300	130.00	39,000.00					
		- Fabric : Microfiber front panel (water resistant) cotton inside lining, 2 ply protection									
		- Color : gray and black - Design: AGORA Logo , silkscreen printed									
9	TOKENS AND AWARDS	Eco Bag, customized (Tote bag style)	pc	300	100.00	30,000.00					
		- Pattern: AGORA Logo , A4 sublimation print									
		- Material : Canvas, strap handle - Size/Texture/Color: 14x16 inches, thick and white									
10	TOKENS AND AWARDS	Ballpen, fountain pen/sign pen type .5mm with engraved AGORA Logo, with box	pc	300	300.00	90,000.00					
11	TOKENS AND AWARDS	Polo Shirt with AGORA Logo, dri-fit, sublimation print, color: White	pc	35	400.00	14,000.00					
						292,500.00					
							TOTAL QUOTED AMOUNT IN WORDS: TWO HUNDRED NINETY TWO THOUSAND FIVE HUNDRED PESOS				

Reviewed and Checked By:


LEA C. GONZALES
BACITWIG

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.

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MARI Y. S. NUÑEZ
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 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.
- 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 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	Negotiated Procurement- Lease of Real Property or Venue	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media	Negotiated Procurement- Emergency
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 Name of Representative: _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____