



msps

Request for Quotation/ Bid Form (Technical Specifications)  
VAT Reg, TIN: 000-864-006-00004  
LOS BANOS, IV-A

UPB BAC SECRETARIAT  
BY: DATE: 9/29/22  
OCT 04 2022 5pm  
UPB-RQ-9-332-22-123  
DEADLINE OF SUBMISSION

Suppliers Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fund Code: N92-6334  
MOP: Small Value Procurement  
Contact No.: 536-3637  
Contact Person: Lenita T. Delos Reyes

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 quotations 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: \_\_\_\_\_

Please quote your lowest price on the items listed below, subject to the General Conditions below.

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	SPECIFICATION OFFERED	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION
1	Furniture Conference Table Half moon design and Chair	Size: W180xD120cm xH75cm Material: Table Top: MDF in colored laminates Legs: Square tube in dark gray finish 6cm square Front Board: perforated white frame metal	set	5	36,000.00	180,000.00	Suppliers must state here the detailed technical specifications of their offer against parameters of each requirements			
					TOTAL ABC	180,000.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: \_\_\_\_\_

DONALD KEY D. CAMUS  
BAC TWG 693-2022

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.

LENITA T. DELOS REYES  
BUYER/ END-USER

TERMS AND CONDITIONS:

1. Price quotations 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 Sept. 16, 2022 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
5. UPB 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 representatives.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value (Section 53.9)	Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, (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)	/	/	/	/
6 Omnibus Sworn Statement	/	/	/	/
7 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/

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 \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_