



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

Request for Quotation/ Bid Form (Technical Specifications)
UPLB Museum of Natural History

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date _____
 Fund Code: N9B02DA
 MOP: SHOPPING
 Contact No: 508-8256
 Contact: AMMIE R. AGUILA

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	Cabinet	2-Doors Steel Filing Cabinet w/ Shelves Materials : Swing Doors with Flush Handle Lock, Concealed Hinges, Gauge - #22, Powder Coated Accessories: 1-3 Adjustable Shelves Dimensions: 34-1/2"H x 39-3/8"W x 18"D Finish: Beige & Gray	un	2	5,000.00	10,000.00				
2	Cabinet	Double Swing Door Storage Cabinet Dimension: 69"H x 39-3/8"W x 18"D Powder coated beige or gray 4-7 adjustable shelves. Gauge#24 Thick (0.6mm)	un	1	15,000.00	15,000.00				
3	Office Chair	Brand New Office Chair Seat Upholstery: Combination of mesh and fabric for extra comfort Metal and PU nylon arm rests Aluminum base Adjustable seat height With tilt mechanism 360-degree swivel function Color: Black Dimensions: 61(W) x 58(D) x 94-102(H) cm Weight: 13kgs	un	2	6,500.00	13,000.00				

4	Cabinet	Open Shelf Cabinet Gray 4 Adjustable Shelves Powder Coating Steel Cold Rolled Steel 180cm(H)*90cm(W)*39cm(D) gauge #22	un	1	10,000.00	10,000.00			
5	Office Table	Steel Office Table: Gray Top, Gray metal body with keyboard drawer and 3-side Drawers with lock Dimension: W40" X D28" Finish: Powder Coated (Plain) ga 22	un	1	10,000.00	10,000.00			
6	Stool	Stool PU Sit-Stand on Glides Fully adjustable seat height and seat tilt Hard wearing, easy clean PU seat Ergonomically designed and contoured seat 150 kg weight capacity Cleanroom Class 5 suitable	pc	1	4,000.00	4,000.00			
TOTAL ABC						62,000.00			

Reviewed and Checked By:

[Signature]
DONORREY D. CAMUS
BAC TWG 677-2022

TOTAL QUOTED AMOUNT IN WORDS:

Please quote at your government office (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.

[Signature]
AMMIE R. GUILA
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 14 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	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 lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			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: _____

Tel. No. : _____

Fax No. : _____

Signature over Printed Name of Representative: _____

Email Address: _____

Position: _____

Date: _____