



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

UPLB BAC SECRETARIAT
 BY: JF DATE: 2/16/23
 FEB 20 2023 - TIL
 11AM
 UPLB-RQ-2-035-23-GOODS
 DEADLINE OF SUBMISSION

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

UPLB-RQ-
 DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: 10 February, 2023
 Fund Code: 9322010
 MOP: Small Value Procurement
 Contact No: 049-536-3604
 Contact Person: 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 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	UPLB Horizon (Broadsheet), full color, Book paper #80, 11 inches x17inches, full color, offset printing, 8 pages	pc	1000	40.00	40000.00				

2	Tarpaulin for Photobooth, full color, size: 12 ft x 8 ft	pc	2	1728.00	3456.00				
3	Tarpaulin for Baker Hall Façade, full color, Size: 18.5 ft x 6 ft	pc	2	1998.00	3996.00				
4	Tarpaulin for Lamp post, full color, size: 2.5 ft x 5.5 ft	pc	100	247.50	24750.00				
5	Tarpaulin for baker hall, full color, size: 2.75 ft x 6.5 ft	pc	50	357.50	17875.00				
6	Tarpaulin for team awardees, full color, size: 5 ft x 6 ft	pc	4	540.00	2160.00				
7	Tarpaulin, welcome of guest speaker, full color, size: 5 ft x 10 ft	pc	4	900.00	3600.00				
8	AGORA 2.0 tri-fold brochure, (Tri-fold) Stock C2S#180, Size: 19"x10" spread size, full color, back to back, offset printing, tri-fold, matte laminated both sides	pc	1000	40.00	40000.00				
9	Tarpaulin, activity billboard, full color, 38 ft x 8 ft.	pc	1	6080.00	6080.00				
10	Printing of car pass, 5R size, full color	pc	350	15.00	5250.00				
TOTAL ABC					147,167.00				
<p>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 (similar to that stated in the RFQ) 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. *Bidders for tarpaulin printing should be within 25 km radius of Los Baños, Laguna for easier access and delivery.</p>						TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:


 RAY ANGELO P. NASINO
 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

TERMS AND CONDITIONS:

1. Price quotation/s 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 **5** calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein
5. UPLB 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 representative/s.

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

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement-Small Value	Negotiated Procurement-Lease of Real	Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive	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 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. : _____

Signature over Printed Name of Representative: _____ Fax No. : _____

Position: _____ Email Address: _____

Date: _____