



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
CSPPS- College of Public Affairs and Development

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 3-2-23
MAR 09 2023 5pm
UPLB-RQ- 3-77-23-PES
DEADLINE OF SUBMISSION
UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: _____
Fund Code: N92-9334
MOP: Shopping
Contact No: 536-3637
Contact Person: Lenita T. Delos Reyes

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

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...
2. Price quotation/s 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.
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

Table with 10 columns: 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, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Row 1: Information Technology, Brand new and Branded computer Laptop with peripherals... 100,000.00, 200,000.00. Total ABC: 200,000.00.

TOTAL QUOTED AMOUNT IN WORDS:

Reviewed and Checked By: [Signature]
JEFFREY MAGNATA
BAC TWG

Lenita T. Delos Reyes
BUYER/ END-USER

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.

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 15 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. 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 initialed by you or any of your duly authorized representative/s.

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

Table with 6 columns: 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). Rows 1-7 detailing various requirements and their fulfillment status.

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: _____