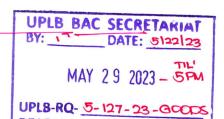


## UNIVERSITY OF THE PHILIPPINES LOS BANOS Los Banos, IV-A VAT Reg. TIN: 000-864-006-00004

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



| DEADLNE<br>UPLB-RQ | OF | SUBINISSION |
|--------------------|----|-------------|
| DEADLINE OF        |    |             |

|                 |                    | SUBMISSION:  |  |
|-----------------|--------------------|--|--|
| Suppliers Name: | Date               | May 12, 2023   |  |
|                 | Fund Code:<br>MOP: | R011000<br>Small Value Procurement<br>.099951333219<br>Shermin D. I spay |  |

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

- 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.
- N/A for not applicable.

  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, 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 Puchase order (P.O.).

  5. Quotations exceeding the Appoved 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:

| OF THE TEN      | REQUIRED SPECIFICATIONS  | MEVEND | QTY | UNIT     | TOTAL     | CHECKICATION | LIMIT | OUOTED | ON (Lam |
|-----------------|--|--------|-----|----------|-----------|--------------|-------|--------|---------|
| Tote bag        | Customized Tote Bag - Pattern: AGORA Logo , A4 sublimation print, Back - 4 focus area - Material : Canvas, strap handle - Size/Texture/Color: w:14 x L:16 x B:3 inches, thick and white see photo for reference  | pc     | 100 | 200.00   | 20,000.00 |              |       |        |         |
| Notebook        | Customized Notebook Harbound Lined Journal A5 Notebook Size: A5 Material: 80 gsm paper Pages: 90 - 200 sheets With pen see photo for reference   | рс     | 200 | 250.00   | 50,000.00 |              |       |        |         |
| Lanyard         | ID Lanyard personalize<br>see photo for reference  | pc     | 50  | 200.00   | 10,000.00 |              |       |        |         |
| Oblation trophy | UP oblation statuette on black and gold vinyl base and dye UP Logo with text plate for citation - Printing: Laser engraving - Finishing: Gold finished - Size: Oblation (~ H-235cm, W-35cm); Base (H-130cm, W-105cm); Citation (H-90cm, W-70cm) - Pattern: Metallic gold foil - Background color see photo for reference | pc     | 3   | 2,500.00 | 7,500.00  |              |       |        |         |
|                 |  |        |     |          |           |              |       |        |         |
|                 |  |        |     |          | 87,500.00 |              |       | +      | -       |

Reviewed and Checked ymay

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BAC TIVE

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.

SHERMIN D. TAPAY BUYER/ END-USER

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.

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- 3. Delivery period within 30 calendar days.
  4. Award of contract shall be made to the lowest quotation wich 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 initiated by you or any of your duly authorized representative/s.

Requirements for Suppliers (GPPB Resolution No. 21-2017)
REQUIREMENTS Negotiated Procurement-Lease of Real Property or Negotiated Procurement-Small Value Procurement Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Procureme nt-Shopping (Section 52) nt-1 Mayor's/Business Permit 2 PhilGEPS Registration Number Professional license/ CV (consulting services)
PCAB License (for Infrastructure)
Income / Business tax returns (except for government agencies as lessor) FOR ABC'S FOR ABC'S FOR ABC'S ABOVE 500K FOR ABC'S ABOVE 50K 6 Omnibus Sworn Statement 7 NFCC for Infrastructure with ABC above Ph500k

|   |  |                       | ABC'S |
|---|--|-----------------------|-------|
| After having carefully read<br>Name of the Company: | and accepted your General Conditions, I/We quote you on the Item a | t prices noted above. |       |
| Address:  |  | Tel. No. :            |       |
|   |  | Fax No. :             |       |
| Signature over Printed                              |  | Email Address:        |       |
| Name of Representative: Position:                   |  | Date:                 |       |

# **SAMPLE ONLY**

