



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

UPLB BAC SECRETARIAT
 BY: _____ DATE: 5/22/23
MAY 29 2023 - 5PM
UPLB-RQ- 5-127-23-GOODS
DEADLINE OF SUBMISSION
 UPLB-RQ

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: May 12, 2023
 Fund Code: R011000
 MOP: Small Value Procurement
 Contact No: 099951333219
 Contact Person: Shermin D. Tapay

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	ESTIMATED TOTAL	OFFERED SPECIFICATION	QUOTED UNIT	TOTAL QUOTED	EVALUATION COMMENTS
	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	pc	200	250.00	50,000.00				
	Lanyard	ID Lanyard personalize 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				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked

Lea C. Gonzales
 BAC TW/6

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:

- 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.

3. Delivery period within 30 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, erasures, 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 Procurement	Negotiated Procurement- Lease of Real Property or	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media	Negotiated Procurement-
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
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S

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 Representative: _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____

SAMPLE ONLY



Diameter: 223 cm

Oblation (dimension)
H-235 cm; W 35 cm

Citation (dimension)
H 90 cm; W 70 cm

Material type: oblation statuette made of antique (gold UP oblation statuette on black and gold vinyl base and dye UP logo with text plate for citation

Base (dimension)
H 130 cm; W 105 cm