



UNIVERSITY OF THE PHILIPPINES

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

Request for Quotation/Bid Form (Technical Specifications)
OFFICE OF PUBLIC RELATIONS (OPR)

UPLB BAC SECRETARIAT
BY: DATE: 5-24-23
Open
MAY 29 2023
UPLB-RQ: 5-132-23-62001
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____ Date: May 04, 2023
Fund Code: 8249800
MOP: Small Value Procurement (SVP)
Contact No: 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 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 <small>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements</small> | QUOTED UNIT PRICE | TOTAL QUOTED PRICE | EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small> |
|----------|--------------------------|--|-----------------|-----|--|---|---|-------------------|--------------------|--|
| 1 | PRINTING SERVICES | Printing of Commencement Exercises Program, Paper: C2S #220, Size: 14"x10", Full color, offset printing, with folding | pc | 200 | 70.00 | 14,000.00 | | | | |
| 2 | | Printing of Commencement Exercises Invitation, Paper: C2S #220, Size: 5 inches x 7 inches, Full color, offset printing | pc | 200 | 60.00 | 12,000.00 | | | | |
| 3 | | Printing of tarpaulin for lamppost banners, Full color, 2.5 ft x 5.5 ft (with seaming) | pc | 100 | 840.00 | 84,000.00 | | | | |
| 4 | | Printing of Tarpaulin (for Carabao Park); Full color, 24 ft x 12 ft (288 sqft) | pc | 1 | 7,200.00 | 7,200.00 | | | | |

| | | | | | | | | |
|---|---|----|------|----------|-------------------|--------------------------------------|--|--|
| 5 | Printing of Tarpaulin (as backdrop for photo op of graduating students) Full color, 12 ft x 8 ft | pc | 3 | 1,920.00 | 5,760.00 | | | |
| 6 | Printing of Tarpaulin (for UPLB hooding ceremonies for DL Umali) Full color, 10 ft x 5 ft | pc | 2 | 1,250.00 | 2,500.00 | | | |
| 7 | Printing of Tarpaulin, Full color, 6 ft x 5 ft | pc | 1 | 600.00 | 600.00 | | | |
| 8 | Printing of Tarpaulin (for UPLB hooding ceremonies), Full color, 16.33 ft x 11.42 ft | pc | 1 | 3,800.00 | 3,800.00 | | | |
| 9 | Printing of Tarpaulin, guest speakers Full color, 8 ft x 8 ft | pc | 3 | 1,280.00 | 3,840.00 | | | |
| 10 | Printing of Tarpaulin (for posting at DL Umali Billboard) Full color, 16.4 ft x 5.6 ft | pc | 2 | 2,296.00 | 4,592.00 | | | |
| 11 | Printing of UPLB Horizon, Broadsheet, Book paper #80, 11"x17", full color, offset printing, 4 pages | pc | 1000 | 22.00 | 22,000.00 | | | |
| TOTAL ABC | | | | | 160,292.00 | | | |
| 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. | | | | | | TOTAL QUOTED AMOUNT IN WORDS: | | |

Reviewed and Checked By:


 ANDREW J. LICARDO
 /WG

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

Mgt

ANA LISA G. GABATIN
 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 3. Delivery period within 14 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, erasures, 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)

| | 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 Technology and Media Services (Section 53.6) | 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:

Signature over Printed Name

Position:

Tel. No. :

Fax No. :

Email Address:

Date: