



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 008-964-004-00004

Request for Quotation/ Bid Form (Technical Specifications)
TYPE END USER/DEPARTMENT UNIT

CEAT Dean's Office

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 6-9-23
JUN 13 2023 5pm
UPLB-RQ- 6-182-23-RES
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:

Supplier Name:
Date: June 1, 2023
Fund Code: 813832
MOP: SHOPPING
Contact No: 049-253-8365/communications@up.edu.ph
Contact Person: MARY ANNE FORLAY

Please quote your lowest price on the items 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 applicable.
2. Price quotations 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-granted sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotation through 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 OR 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: Video Conferencing system with detailed specs and a quoted price of 150,000.00.

Reviewed and Checked By: [Signature]
CHRISTOPHER V. LABR 6/1/23
BAC TWO

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.

[Signature]
MARY ANNE FORLAY
BUYER/END USER

TERMS AND CONDITIONS:

1. Price quotations shall be valid for a period of at least (30) calendar days from the date of submission.
2. In order to ensure that outstanding orders shall be covered 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-CONSUMABLE 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 condition stated herein.
5. UPLB reserves the right to reject any or all offers in may be considered most advantageous to the University.
6. Any substitutions, additions, or omissions shall be valid only if they are signed or attested by you or any of your duly authorized representatives.

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

REQUIREMENTS	Shopping (Section 52)	Registered Procurement- Small Value Procurement (Section 51.6)	Registered Procurement- Large or Very Large Procurement (Section 51.10)	Registered Procurement- Scientific, Technical or Artistic Work, Essential Technology and Media Services (Section 53.6)	Registered Procurement- Emergency (Section 53.7)
1) Supplier's Business Permit	/	/	/	/	/
2) PRC/PSR Registration Number	/	/	/	/	/
3) Professional Member CV (for consulting services)	/	/	/	/	/
4) PRC/PSR License (for infrastructure)	/	/	/	/	/
5) Income / Business Tax returns (except for government agencies as donor)		FOR ABOVE ABOVE	/	/	FOR ABOVE ABOVE
6) Decision Section Statement		FOR ABOVE ABOVE			FOR ABOVE ABOVE
7) NPOC for infrastructure with ABC above PRC/PSR		/			FOR ABOVE ABOVE

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 _____

Position: _____

Tel. No.: _____

Fax No.: _____

Email Address: _____

Date: _____