

JUL 17 2023 ^{PM}

UPLB-RQ-7-2023-25-6000
DEADLINE OF SUBMISSION



UNIVERSITY OF THE PHILIPPINES
 LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 000-854-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
 DEAN'S OFFICE, CAS

UPLB-RQ- _____

DEADLINE OF SUBMISSION: _____

Supplier Name: _____

Date: July 13, 2023
 Fund Code: 2100001
 MOP: small value procurement
 Contact No: 5015822
 Contact Person: PAMELA C. JOYOSA

Please quote your lowest price on the items 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 quotations 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 APPROX.	ESTIMATED TOTAL	OFFERED SPECIFICATION (Manufacturer's name from the request)	QUOTED UNIT PRICE	TOTAL QUOTED AMOUNT	EVALUATION (If more than one)
1	Tokens and awards	1 pc Faculty Medal for Academic Excellence-3.5" round @1,110.00 approx.	pc	1	1,110.00	1,110.00				
2	Tokens and awards	3 pcs Dean's Medal for Academic Excellence- 3.0" round @ 800.00 approx.	pc	3	800.00	2,400.00				
3	Tokens and awards	353 pcs Medal of Merit for Academic Excellence-2.25" round @330.00 approx.	pc	353	330.00	116,490.00				
		Medals for CAS Graduating Honor Students, personalized (as per end-users design/specifications) Brass Medal with name and Latin honor bar and Ribbon (blue and yellow gold)								
		NOTE: For LOT AWARD								
TOTAL ABC						120,000.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: [Signature]

ANDREW LICARDO
 BAC TWG

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]
 PAMELA C. JOYOSA
 BUYER/END-USER

TERMS AND CONDITIONS:

- Price quotations 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 awarded 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.
- Delivery period within 7 calendar days
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
- UPLB reserves the right to reject any or all offers as may be considered more advantageous to the University.
- Any alterations, emend, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

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

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 Technology and Media Services (Section 53.6)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PRIMEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies (as exempt))	/	FOR ABCS ABOVE BOOK	/	/	FOR ABCS ABOVE BOOK
6 Overseas Return Statement	/	FOR ABCS ABOVE BOOK	/	/	FOR ABCS ABOVE BOOK
7 NFCC for Infrastructure with ABC above PRC001	/	/	/	/	FOR ABCS ABOVE BOOK

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: _____