



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
ICROPS

UPLB-RQ-

DEADLINE OF SUBMISSION:

UPLB BAC SECRETARIAT
BY: DATE: 7/20/23
JUL 24 2023 - 10AM
UPLB-RQ- 7-230-23 -GOODS
DEADLINE OF SUBMISSION

Suppliers Name:

Date July 26,2023
Fund Code: 827-27-21(Office supplies and consumables/communication expenses/furniture/appliances/medical
MOP: NP-53.9 SMALL VALUE PROCUREMENT
Contact No: 09286247569; mdcalica@up.edu.ph
Contact Person Maria Agnes D. Calica, ICropS,CAFS

Please quote your lowest price on the item/s 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 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 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:

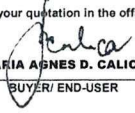
Table with 10 columns: ITEM No., GENERAL NAME OF THE ITEM, REQUIRED SPECIFICATIONS, UNIT OF MEASURE, QTY, ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT, ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT, OFFERED SPECIFICATION, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Contains 4 rows of item specifications.

5	Plaques	Brand new Plaques for ICropS retirees of 2023 Quantity: 7 pcs Size: 5 inches x 5 inches Material: Glass with sandblasting at the back and printed citations	pcs	7	750.00	5,250.00				
6	Plaques	Brand new, Plaques for Achievement Awardee - Undergraduate (UG) of 2023 Quantity: 1-2 pcs (1 for BSA and 1 for BSABT graduates) Size: plaque with 2 faces; First face shape of Oblation height=10 inches Second face rectangular with citations = 10 inches Material: Glass with sandblasting at the back, printed citations, and a separate craved glass shaped after Oblation	pcs	2	2,800.00	5,600.00				
7	Plaques	Brand new, Plaques for Achievement Awardee - Graduate student with highest GWA Quantity: 1 Shape: Square Size: 10 x 10 inches Material: Glass with sandblasting at the back and printed citations	pc	1	1,500.00	1,500.00				
						65,050.00				
For DO/sam							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:


ANDREW P. 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.


MARIA AGNES D. CALICA
 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.
- Delivery period within 14 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 most advantageous to the University.
- 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	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 53.8)	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: _____

Tel. No. : _____

Fax No. : _____

Signature over Printed Name of Representative: _____

Email Address: _____

Position: _____

Date: _____