



**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: 8/16/23

AUG 22 2023 - ^{TIL} ICAM
UPLB-RQ- 8-279-23-00005
DEADLINE OF SUBMISSION
UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: 07 August, 2023
Fund Code: 9373500
MOP: Small Value Procurement
Contact No: 049-536-3604
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 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 Appoved 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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Printing services	Size: 7.6 inches x 9.2 inches (please see attached illustration; Material: PVC Thickness : 0.5 mm Full color back to back print	pc	10000	17.00	170,000.00				
2		UPLB brochure, Stock: C2S # 180, Size: 19" x 10", Full color, Offset printing, Matte laminated both sides, Tri-fold	pc	3000	25.00	75,000.00				

Additional requirement:

- Bidders are required to submit a sample print with their quotation to the UPLB Office of Public Relations through the Bids and Awards Committee. Please refer to link for file to be used for sample print: Sample Print
- Bidders must have previously supplied similar materials to UPLB-OPR.
- Bidders must have the capacity to print under tight schedule (within 24 hours upon receipt of file to print)
- Bidders must also submit a portfolio of outputs (similar to that stated in the RFQ) from 5 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 5 km radius of Los Baños, Laguna and for others materials, within 65 km, for easier access and delivery.

						245,000.00	TOTAL QUOTED AMOUNT IN WORDS:	
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Reviewed and Checked By:


CHRISTOPHER A. LABE
TWG

8/14/23

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.


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 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 **5** 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, 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 53.6)	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 of Representative: _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____