

UNIVERSITY OF THE PHILIPPINES LOS BÁNOS

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

Request for Quotation/ Bid Form (Technical Specifications) **UPLB Graduate School**

UPLB BAC SECRETARIAT BY: _____ DATE: 9-4-23 SEP 08 2023 10cm

UPLB-RQ- 9-281-23-PES DEADLNE OF SUBMISSION

DEADLINE OF SUBMISSION:	

Suppliers Name:	Date	August 29, 2023
	Fund Code:	N602300
	MOP:	NP-53.9 Small Value Procurement
	Contact No:	9164495152
	Contact Person	AARON N. OCAÑA/ anocana1@up.edu.ph

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 Puchase order (P.O.).
- 5. Quotations exceeding the Appoved 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:

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASU RE	ατγ	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	Corporate Giveaways, Tokens, and Awards	Customized tote bag with snap button; 12x15 with 4 inches base (expandable); Color: Blue, full color; for the ASTHRDP Graduate Scholars Conference on September 26-27, 2023	pc	375	350.00	131,250.00				
2	Corporate Giveaways, Tokens, and Awards	Token Customized Polo Shirt for the participants of the ASTHRDP Graduate Scholars' Conference that will be held in PICC, Pasay City.	pc	50	350.00	17,500.00				
3	Corporate Giveaways, Tokens, and Awards	Token (Plenary Speakers); for the ASTHRDP Graduate Scholars Conference on September 26-27, 2023	рс	4	7,500.00	30,000.00				
4	Corporate Giveaways, Tokens, and Awards	Token (Keynote and Inspirational Speaker); for the ASTHRDP Graduate Scholars Conference on September 26- 27, 2023	pc	2	7,500.00	15,000.00				
5	Corporate Giveaways, Tokens, and Awards	Token (Judges for Got Talent) for the ASTHRDP Graduate Scholars Conference on September 26-27, 2023	рс	3	1,500.00	4,500.00				
6	Corporate Giveaways, Tokens, and Awards	Token (Fellowship night games) for the ASTHRDP Graduate Scholars Conference on September 26-27, 2023	рс	5	1,000.00	5,000.00				
		· · · · · · · · · · · · · · · · · · ·			TOTAL ABC	203,250.00	/			
					TOTAL ABO	200,230.00	TOTAL QUOTED AMOUNT IN WO	RDS:		l

Reviewed and Checked By:

MR. ANDREW BAG

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.

ER/ EN

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 _______ calendar days.

4. Award of contract shall be made to the lowest quotation wich complies with the technical specifications, and other terms and conditon stated herein

5. UPLB rese ves the right to reject any or all offers as may be considered most advantageous to the University.

6. Any interlif eations, 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 Negotiated Negotiated Procurement-Negotiated Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6) Procurement-Procurement-Procurement-Emergency (Section 53.2) Small Value Lease of Real Procurement (Section 53.9) Property or Venue (Section 53.10) 1 Mayor's/Business Permit 2 PhilGEPS Registration Number 3 Professional license/ CV (consulting services)
4 PCAB License (for Infrastructure) FOR ABC'S ABOVE 500K FOR ABC'S ABOVE 50K 5 Income / Business tax returns (except for government agencies as lessor)
6 Omnibus Sworn Statement NFCC for Infrastructure with ABC above Ph500k

After having carefully read Name of the Company:	d and accepted your General Conditions, I/We quote	you on the Item at prices noted above.	
Address:		Tel. No. :	
		Fax No. :	
Signature over Printed Name of Representative:		Email Address:	
Position:		Date:	