



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)
University Library - OVCAA

UPLB BAC SECRETARIAT

BY: DATE: 10/19/23

OCT 23 2023 - 10AM

UPLB-RQ- 10-466-23-GOODS
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

Suppliers Name:

Date: Oct. 11, 2023
Fund Code: 9383211
MOP: Small Value procurement
Contact No: 536-2326/536-2235
Contact Person: Arnel H. Concibido
Delivery Term: 14 Calendar Days

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.
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. Includes items for Tokens and a TOTAL ABC of 52,000.00.

Reviewed and Checked By: LEA C. GONZALES 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.

ARMANDO O. CATELO 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 14 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)

Table with 6 columns: 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). Lists requirements like Mayor's/Business Permit, PhilGEPS Registration Number, etc.

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company:	_____	Tel. No. :	_____
Address:	_____	Fax No. :	_____
	_____	Email Address:	_____
Signature over Printed		Date:	_____
Name of Representative:	_____		
Position:	_____		



Sample

Item Name: Personalized Trophy

Description: Oblation statuette made of antique gold

Specifications:

- 1 Oblation statuette on black and gold vinyl base and dye UP Logo with text plate for citation
- Printing: Laser engraving
- Finishing: Gold finished
- Size: Oblation: H-235cm, W-35cm, Base: H-130cm, W-105cm, Citation: H-90cm, W-70cm
- Pattern: Metallic gold tool
- Background color: As per sample



THE UNIVERSITY LIBRARY
University of the Philippines Los Baños

in celebration of the



presents this
PLAQUE OF APPRECIATION

to

Connie S. Orte

for her 10 Years of dedicated service to the
University Library, University of the Philippines Los Baños
and for his unwavering commitment, loyalty,
integrity, and genuine dedication in discharging
his duties.

Given this 24th day of November 2023
at Charles Fuller Baker Memorial Hall,
in celebration of the 101st anniversary
of the UP System Libraries Founding Anniversary,
UPLB, College, Laguna

DR. JEAN O. LOYOLA
Vice Chancellor For Academic Affairs

DR. MARY ANN M. INGUA
University Librarian

DR. JOSE V. CAMACHO, JR.
Chancellor