UPLB BAC SECRETARIAT
BY: _____ DATE: 11-22-23
NOV 28 2023 10am
UPLB-RQ- 11-395-23-RES
DEADLNE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 000-864-006-00004

Request for Quotation
College of Economics and Management

Suppliers Name:

Date	Nov. 13, 2023
Fund Code:	N-032730
MOP:	SMALL VALUE PROCUREMENT
Contact No:	049 536 2846
Contact Person	Sherwin U. de Jesus
	sudelesus@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 MEASURE	QUANTITY	ESTIMATED UNIT APPROVED BUDGET PER CONTRACT	ESTIMATED TOTAL APPROVED BUDGET FOR THE CONTRACT	OFFERED SPECIFICATION	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank for BAC/ Evaluator only)
1	Corporate giveaways, Token and Awards	Plain Round Neck Cotton Long Sleeve (White), Free size with silk screen printing,	pc	250	248.00	62,000.00				
					TOTAL ABC	62,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and C[redacted]d by:

[redacted] 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.

Sherwin U. de Jesus
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 30 calendar days.
4. Award of contract shall be made to the lowest quotation wich 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 initialed 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)	[redacted]	/	[redacted]	/	[redacted]
4	PCAB License (for Infrastructure)	[redacted]	/	[redacted]	[redacted]	[redacted]
5	Income / Business tax returns (except for government agencies as lessor)	[redacted]	FOR ABC ABOVE 50K	/	/	FOR ABC ABOVE 50K
6	Omnibus Sworn Statement	[redacted]	FOR ABC ABOVE 50K	[redacted]	[redacted]	FOR ABC ABOVE 50K
7	NFCC for Infrastructure with ABC above Ph500k	[redacted]	/	[redacted]	[redacted]	FOR ABC 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: _____

Revised 6 June 2018/ JOINT BAC RESOLUTION NO. R 005-18