

**UNIVERSITY OF THE PHILIPPINES  
LOS BANOS**  
Los Banos, IV-A  
VAT Reg. TIN: 000-884-006-00004

Request for Quotation/ Bid Form (Technical Specifications)

**UPLB BAC SECRETARIAT**  
BY: [Signature] DATE: 11-23-23  
**NOV 28 2023** *Dam*  
**UPLB-RQ- 11-399-23-Res**  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-  
UPLB-SESAM  
DEADLINE OF**

Suppliers Name: \_\_\_\_\_

Date: November 3, 2023  
Fund Code: N932991  
MOP: Small Value Procurement  
Contact No: mvmonteclillo@up.edu.ph  
Contact Person: Ma, Ericha Monteclillo

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
- 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
- Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
- Quotations exceeding the Approved 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	APPROVED BUDGET OF THE CONTRACT	DEDUCTED UNIT PRICE	TOTAL QUOTED PRICE	REMARKS (State the reason for BAC Rejection, if any)
1	Printing services	Printing of SARA I Calendar for year 2024 (A2 Wall Hanging Calendar A2-A12 Leaves, (A3 size if folded), Camelet Cartridge, 120g/m, Full Colour, Backing board with hanger lace (250 pcs/lot)	lot	1	45,000.00	45,000.00				
2	Printing services	SARA I Standee (5.5ft in height)	lot	1	5,000.00	5,000.00				
3	Printing services	Customized Print Materials (with folder and inserts) Size A4; back to back print; full color (200pcs/lot)	lot	1	40,000.00	40,000.00				
4	Printing services	Tarpaulin (5pcs) 4x3 ft (8pcs) 6x4 ft (8pcs) 2x5 ft (10pcs) 8x3 ft	lot	1	10,000.00	10,000.00				
<b>TOTAL ABC</b>						<b>100,000.00</b>				
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By: [Signature]  
**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.

[Signature]  
**Decibel V. Faustino-Eslava, Ph.D.**  
**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
- 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 stat
- 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	Issuing Section 32	Registered Procurement Small Value Procurement Section 32.01	Registered Procurement Large or Small Procurement or Value Section 32.02	Registered Procurement Schedule Delivery or Other Work, Engage or Turnkey and Other Services Section 32.03	Registered Procurement Emergency Section 32.04
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		FOR ABCS ABOVE			FOR ABCS ABOVE
6 Omnibus Sworn Statement		FOR ABCS ABOVE			FOR ABCS ABOVE
7 NFCC for Infrastructure with ABC above Ph500k		FOR ABCS ABOVE			FOR ABCS ABOVE

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  
Position: \_\_\_\_\_

Tel. No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_