

UPLB BAC SECRETARIAT
 BY: [Signature] DATE: 1-4-24
 JAN 08 2024 ^{10am}
 UPLB-RQ- 1-003-24-PES
DEADLINE OF SUBMISSION

**UNIVERSITY OF THE PHILIPPINES
 LOS BAÑOS**
 Los Baños, IV-A
 VAT Reg. TIN: 000-854-006-00004

Request for Quotation/ Bid Form (Technical Specifications)

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

Suppliers Name: _____

Date: 03 January 2024
 Fund Code: N832991
 MOP: Small Value Procurement ✓
 Contact No: _____
 Contact Person: Ms. Ericha Montecillo

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 facsimile 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.	Quantity, Unit or Other	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	Other applicable provisions (e.g., delivery, warranty, etc.)	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	Remarks (e.g., quote name, P.O. No.)
1	Printing services	Printing of SARAI Calendar for year 2024 (A2 Wall Hanging Calendar A2-A12 Leaves, (A3 size if folded), Camelot Cartridge, 120g/m, Full Colour, Backing board with hanger lace (250 pcs/lot)	lot	1	45,000.00	45,000.00				
2	Printing services	SARAI 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 (5pcs) 6x4 ft (8pcs) 2x5 ft (10pcs) 8x3 ft	lot	1	10,000.00	10,000.00				
TOTAL ABC						100,000.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

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. Francisco-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 10 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated
- 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 representatives.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

Requirement	Registered (Number of)	Registered (Number of)	Registered (Number of)	Registered (Number of)
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	/	/	/	/
6 Omnibus Sworn Statement	/	/	/	/
7 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/

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: _____

Recd: 1/4/24