



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

Request for Quotation/ Bid Form (Technical Specifications)
UPLB Office of Student Housing

UPLB BAC SECRETARIAT
BY: _____ DATE: 1/11/24
JAN 15 2024 - TIL 10AM
UPLB-RQ- 1-009-24-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: January 3, 2024
Fund Code: 8219700
MOP: SMALL VALUE PROCUREMENT
Contact No: 0999-2211483
Contact Person: JV Rienda

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 accomplished. Do not leave blank entries, put N/A for not applicable.
 - 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 manufacturer's un-amended sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
 - 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	OFFERED SPECIFICATION <small>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	PRINTING SERVICES	RESIDENTS BASIC INFORMATION FORM, Size 23cm x 31cm, White, 300GSM (PLEASE SEE ATTACHED SAMPLE)	pc	5000	20.00	100,000.00				
TOTAL ABC						100,000.00				
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By:
Mr. 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.

Raphael D. Talag
BUYER/ END-USER

- In order to assure that manufacturing defects shall be corrected by supplier, a warranty security shall be required from the contract awarded 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.
- 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 stated herein
- 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	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	/	/	53.10	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7 NFCC for infrastructure with ABC above P1500k		/			FOR ABC'S 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: _____
Signature over Printed Name of Representative: _____
Position: _____
Tel. No.: _____
Fax No.: _____
Email Address: _____
Date: _____

RESIDENTS BASIC INFORMATION FORM

Veterinary Medicine Residence Hall
 U.P. Los Banos, College, Laguna
 College# _____

Date Check-in 1st _____ 2nd _____ Midyear _____
 Date Check-out 1st _____ 2nd _____ Midyear _____
 Form 5: 1st _____ 2nd _____ Midyear _____
 Room No. 1s _____ 2nd _____ Midyear _____

Name _____ Gender _____ Civil Status _____
 (Last) (First) (Middle) Date of Birth _____ Course _____
 Last school Attended _____ (✓) Public () Private Religion _____
 Classification _____ STFAP Bracket _____ Scholarship(s) _____
 Monthly Stipend P.0 _____ Home Address _____
 Region _____ Student# _____ Cellphone# _____ E-mail _____
 Please Check: (✓) Parents still married () Parents Separated () Parents remarried () Single Parent
 Father _____ Occupation _____ Monthly Income _____
 Name of Firm/or Employer _____
 Office Address _____ Cel/Tel# _____
 Mother _____ Occupation _____ Monthly Income _____
 Name of Firm/or Employer _____
 Office Address _____ Cel/Tel# _____
 No. of Brother(s) _____ No. of Sister(s) _____ Birth Order _____
 Other Source(s) of Income _____ Amount _____
 Hobbies _____ Honors received _____
 Talents _____ Membership in Campus Organization _____
 Your usual ailments _____ Medication(s) you Usually take _____

In case of emergency, Please notify:

1) Name _____ 2) Name _____
 1) Address _____ 2) Address _____

RESIDENCE HALL AGREEMENT REF # _____

In consideration of my admission in VM Residence Hall for the (✓) 1st Semester 2018-2019; () 2nd Semester 201 _____; () Midyear 201 _____, I HEREBY Agree AND BIND MYSELF TO COMPLY with all the policies and provisions embodied in the Rules in Residence Halls, as well as the accompanying INTERNAL HOUSE RULES AND REGULATIONS, WHICH I UNDERSTOOD.

Signature of Resident
 Date 1st Sem _____

Signature of Resident
 Date 2st Sem _____

Signature of Resident
 Date Midyear _____

Signature of Dormitory Manager

RESERVATION Fee & Deposit	3 2 1	OR#	Date	Amount	Remarks
KEY	1 2 3	Amount	Date Received	Date Returned	Remarks

Appliance	Control#	Date Installed	Date Returned	Remarks
CP	1			
	2			
	S			
Laptop	1			
	2			
	S			
Furn	1			
	2			
	S			
	1			
	2			
	S			

