



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 2/21/24
FEB 26 2024 - TIL 10AM
UPLB-RQ- 2-053-24-GOODS
DEADLINE OF SUBMISSION

Request for Quotation/Bid Form (Technical Specifications)

Office of the Vice-Chancellor for Administration Committee on Awards 115th Foundation Day

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: [Blank lines]

Date: February 20, 2024
Fund Code: RF-9322010
MOP: Small Value Procurement
Contact No: 0908-895-4872
Contact Person: CONSOLACION A. LAMPA

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 Requisition for Quotation (RQ) before issuance of Purchase Order (PO).
5) Quotations exceeding the Approved Budget for Contract (ABC) shall be rejected.
6) Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
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. Row 1: 1, CORPORATE GIVEAWAYS_for 115th UPLB Foundation, Personalized Trophy, piece, 32, 3,000.00, 96,000.00, Description: Oblation statuette made of antique gold...

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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
		Finishing: Gold finished Size: Oblation <i>- Hand bent over (~ width-21 cm)</i> <i>- Height of statue from head to toe (~height - 22 cm)</i> <i>- Stone base dimension: (~ length - 3 cm; ~width 5.5 cm)</i> <i>- Wooden base dimension with UP logo seal - width - 2 cm: (~ length - 14 cm; ~ width (top portion) - 6.5 cm; ~width (middle portion) - 8.5 cm; ~ width (bottom portion) - 10.5 cm</i> Citation: Plate size ~height - 8.5 cm; ~width - 8 cm Pattern: Metallic gold foil Packaging: must be packed in a carton box per piece Background color: as per sample Delivery date: One (1) week before the event Conditions: Supplier must be amenable to replace any typographical error on the engraving of citation without any additional cost on the part of the end-user XXXXX								
TOTAL ABC						96,000.00				
							TOTAL QUOTED AMOUNT IN WORDS: _____			

Reviewed and Checked By:


 ANDREW P. LICARDO
 BAC / TWG

Please quote at your government price (including VAT) and state the time within which you can make delivery. It will be appreciated if we can have your quotation in the office on or before the deadline stated herein.


 C. A. LAMPA
 BUYER/ END-USER/
 Member-115th Fdn Day-Committee on Awards

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 period of **three (3) months**, in the case of EXPENDABLE SUPPLIES, and **one (1) year** in the case of NON-EXPENDABLE SUPPLIES after acceptance by end-user of the delivered supplies.
- 3) Delivery period within **three (3) calendar days** before the schedule date of event which is on **07 March 2024**.
- 4) Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions 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)

No.	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)		/		/	
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 Ph500k		/			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: _____

Tel. No. : _____

Fax No. : _____

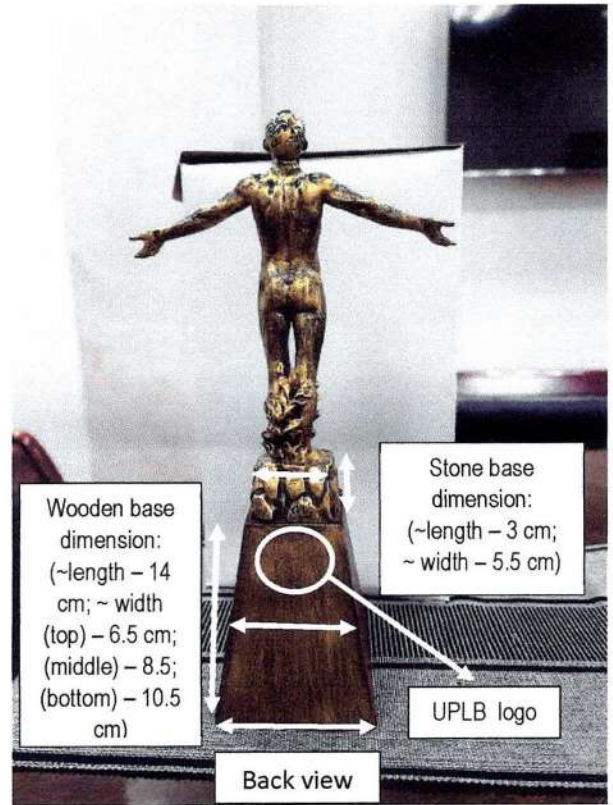
Signature over Printed _____

Email Address: _____

Name of Representative: _____

Position: _____

Date: _____



Item Name: Personalized Trophy

Description: Oblation statuette made of antique gold

Specifications:

UP oblation statuette on brown and gold vinyl base and dye UP Logo with text plate for citation

Printing: Laser engraving

Finishing: Gold finished

Size: Oblation

- Hand bent over (~ width-21 cm)
- Height of statue from head to toe (~height - 22 cm)
- Stone base dimension: (~ length – 3 cm; ~width 5.5 cm)
- Wooden base dimension with UP logo seal ~ width – 2 cm: (~ length – 14 cm; ~ width (top portion) – 6.5 cm; ~width (middle portion) – 8.5 cm; ~ width (bottom portion) – 10.5 cm)

Citation: Plate size ~height – 8.5 cm; ~ width – 8 cm

Pattern: Metallic gold foil

Background color: as per sample