



**UNIVERSITY OF THE PHILIPPINES  
LOS BANOS**

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

**Request for Quotation/ Bid Form (Technical Specifications)  
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

**UPLB BAC SECRETARIAT**  
BY: \_\_\_\_\_ DATE: 5/29/24  
  
JUN 04 2024 - TIL ICAM  
**UPLB-RQ- 5-151-24-GOODS**  
**DEADLINE OF SUBMISSION**  
**UPLB-RQ- 156467**

DEADLINE OF \_\_\_\_\_

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

Date: May 28, 2024  
Fund Code: 8221201 - C0001255  
MOP: Small Value Procurement  
Contact No: 536-2306  
Contact Person: MARIA RACHELLE R. LOPEZ

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	Token and Awards	<b>TRAINING KIT (120 sets)</b>  <b>1 Set contains the following:</b>  1 piece Customized Poloshirt with NSTP Logo, Combination of Maroon and Green color; embroidered NSTP Logo. Honeycomb material; Silver logo (Men's Size: XS-5XL) (see photo for reference)  1 piece Canvass tote bag with NSTP Logo, Cream color, Thick canvass material, 14x16x4 inches; DTF with Gusset (see photo for reference)  1 piece Notebook with NSTP Logo: Soft bound (thick hard cardboard material for cover) with NSTP Logo (Black or Green color), A5 size, 70 sheets; white paper with lines; 70GSM (see photo for reference)  <b>NOTE: SUPPLIER should provide all sample t-shirt sizes for fitting of participants. Sample of each item should be approved by the end-user BEFORE MASS PRODUCTION.</b>	set	120	1,000.00	120,000.00				
						<b>120,000.00</b>	<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By: [Signature]  
BAC TWG

[Signature]  
MARIA RACHELLE R. LOPEZ  
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 awardee for a minimum period of **three (3) months**, in the case of EXPENDABLE
- 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.

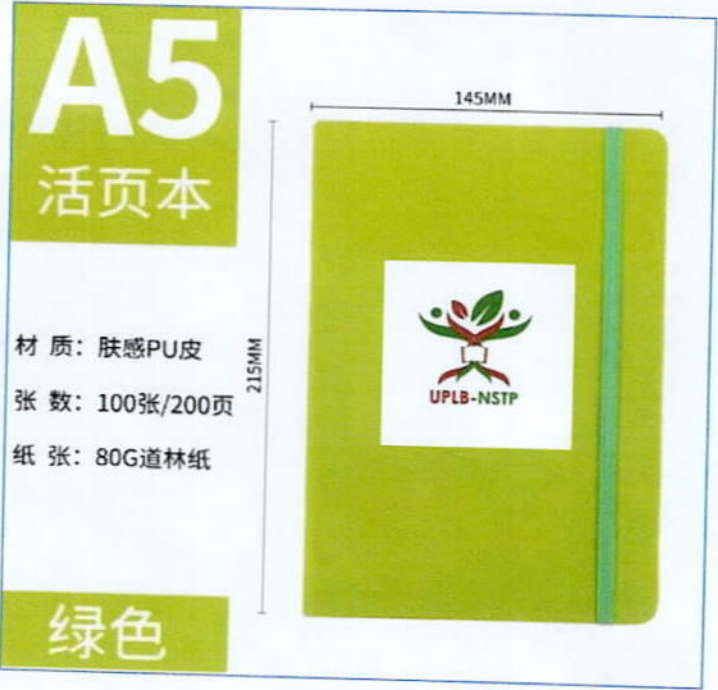
**Requirements for Suppliers (GPPB Resolution No. 21-2017)**

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	/	/	/	/	/
2 PhISGPS 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: \_\_\_\_\_  
Signature over Printed Position: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_

NO WHITE BACKGROUND IN THE LOGO in all the items.



**Note: LOGO will be silver in color. Embroidered. No white background.**

