



JUN 04 2024 - TIL 10AM

Request for Quotation/ Bid Form (Technical Specifications)  
CEM

UPLB RQ-5-152-24-GOODS  
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

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

Date: May 16, 2024  
Fund Code: 8681130  
MOP: SVP  
Contact No: (049) 5362846  
Contact Person: Joy N. Arganosa

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 (Leave this space blank, For BAC/Evaluators only)
1	Planner and ballpen	<p>Materials: Faux leather with slanting texturized design Features: hardcover with ivory colored paper • Logo: gold foil stamping DAME (department) logo in hard cover, website logo, and other info at the back • Color: Black • Size minimum of H 21cm x W 14 cm • Pages: 204 sheets (408 pages) • Option Binding: Lay flat • Ruling Option: Wide (Line Spacing gap 0.9 cm • Matching bookmark ribbon • Lies at flat, opens at 80o • Inside page including annexes (matte coated, 120 lbs) -special cream paper</p> <p>see photo for reference</p> <p>Packaging Premium hard box Material: texturized slanted design Color: black Box thickness: 2mm Style: top and bottom Print: gold foil printing of uplb logo Size: must fit the notebook and pen inside Features: Top and bottom style With foam embedding holder on pen Hard premium box for gift Ballpen Material: metal Color: black and gold trimmings Ink: black Style: sign pen Print: uv print of DAME logo</p> <p>see photo for reference</p>	set	100	600.00	60,000.00				
						60,000.00				
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By: Lea C. Gonzales  
(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.

Joy N. Arganosa  
BUYER/ END-USER

**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 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.
3. Delivery period within 7 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition 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 representatives.

**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 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 500k
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 \_\_\_\_\_

Email Address: \_\_\_\_\_

Printed Name of \_\_\_\_\_

Date: \_\_\_\_\_

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