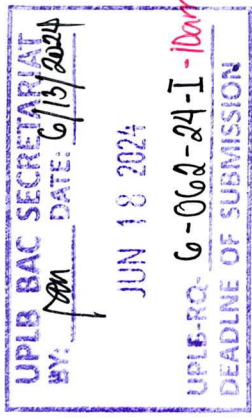




UNIVERSITY OF THE PHILIPPINES
 LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
INSTITUTE OF AGROFORESTRY



UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date May 23, 2024
 Fund Code: 8222700
 MOP: SMALL VALUE PROCUREMENT
 Contact No: 536-3809/09214012302
 Contact Person Persie Guevarra-Tubig

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 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: Suppliers/bidder should be within Laguna vicinities.

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)
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		SCOPE OF WORK 1. Labor for Safe dismantling of existing wall prior to placement of fixed glass window per plan 2. Relocation of existing furnitures to be re-used, per plan 3. Removal of existing free standing wooden cabinet, per plan 4. Hauling and disposal of unwanted materials to a designated area, per plan 5. Fabrication, Supply and installation of glass partition wall and windows on aluminum frames								
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By 
DO N REY D. CAMUS
 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.


 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 Delivery period within 60 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.
- OTHER Conditions: Supplier should be based within Laguna area only.

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)
Requirements for Suppliers (GPPB Resolution No. 21-2017)										
		REQUIREMENTS								
1	Mayor's/Business Permit		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)	/	
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:

Signature over

Position:

Tel. No. :

Fax No. :

Email Address:

Date: