



**UNIVERSITY OF THE PHILIPPINES**  
**LOS BANOS**  
 Los Banos, IV-A  
 VAT Reg. TIN: 000-864-006-00904  
**Request for Quotation**  
**DIGITAL INNOVATION CENTER**

**UPLB BAC SECRETARIAT**  
 BY: \_\_\_\_\_ DATE: 7/8/24  
 JUL 08 2024 - TIL 10AM  
**UPLB-RQ- 7-198-24-GOODS**  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-**

DEADLINE OF SUBMISSION:

Supplier's Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: June 20, 2024  
 Fund Code: 3363510  
 MOP: SV P  
 Contact No: 9979141498  
 Contact Person: Willemie D. Hernandez

**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 NA for not applicable.
  - Price quotations 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	<b>WINDOW COMBI BLINDS</b>	SUPPLY, DELIVERY AND INSTALLATION OF BRAND NEW WINDOW COMBI BLINDS Composition: 100% polyester Thickness: solid 0.28mm/mesh 0.22mm Color: Medium Gray Window Area: 341 ft <sup>2</sup> See attached sample photos NOTE: 1. Site Inspection Required (July 22-26, 2024) 2. All Parts and Accessories included 3. Submit color palette and sample for approval	ft <sup>2</sup>	341	185.00	63,085.00				
<b>TOTAL ABC</b>						<b>63,085.00</b>				
			TOTAL QUOTED AMOUNT IN WORDS: <b>Sixty-three Thousand Eighty-five Pesos Only</b>			TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By:

Engr. **Willemie 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 this office as soon as possible on or before the deadline stated herein.

Willemie D. Hernandez  
 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 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 **30** 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 instructions, assurance, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

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

REQUIREMENTS	Shopping (Section 50)	Registered Procurement - Small Value Procurement (Section 51-3)	Registered Procurement - Lease of Real Property or Venue (Section 53-10)	Registered Procurement - Scientific, Technical or Artistic Work, Exclusive Technology and Media Contracts (Section 53-4)	Registered Procurement - Emergency (Section 55-3)
1. Mayor's/Business Permit	/				
2. Prt/IGEPS 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 50K			FOR ABC'S ABOVE 50K
6. Oath/Notarized Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 50K
7. NFCC for Infrastructure with ABC above P100K					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 Name of Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Position: \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE PHOTO OF THE WINDOW BLINDS

