

JUL 15 2024 - ^{TIL} 10AM

UPLB-RQ- 7-208-24-00005
DEADLINE OF SUBMISSION

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-RQ- 163854

DEADLINE OF

Suppliers Name: _____

Date: July 4, 2024
Fund Code: 9370100 - C0003643
MOP: Small Value Procurement
Contact No: 536-2306
Contact Person: ANDRE CECIL A. LOPEZ

Please quote your lowest price on the items 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 quotations to be demonstrated 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	Transportation services	Transportation services for the 2024 Special Orientation for Teachers (SpOT) August 12 & 14, 2024 (9 trips - August 12, 2024 & 9 trips on August 14, 2024) Vehicle rental - (12 seater van) to ferry and fetch participants from UPLB to the workshop venue to (Destination: Cavite) and vice versa, with LTRFB, insurance, PhilGEPS and relevant business permit	trip	18	5,000.00	90,000.00				
					4	90,000.00	TOTAL QUOTED AMOUNT IN WORDS			

Reviewed and Checked

Lea C. Gonzales
BAC (WG)

Andre Cecil A. Lopez
BUYER/ END-USER

TERMS AND CONDITIONS:

- Price quotations 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 **fourteen (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 refinements, repairs, 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	Bidding (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, Exchange Technology and Media Services (Section 53.6)	Regulated Procurement- Emergency (Section 53.2)
1. Mayor's/Business Permit					
2. TIN/PS Registration Number					
3. Professional Income Tax (consulting services)					
4. PCAB License (by infrastructure)					
5. Income / Business tax returns (except for government agencies at leisure)		FOR ABC'S ABOVE 500K			FOR ABC'S ABOVE 50K
6. Omnibus Oath Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7. NCC for Infrastructure with ABC above P500K					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: _____