



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

Request for Quotation/ Bid Form (Technical Specifications)
OVCPCD-UPMO

UPLB BAC SECRETARIAT
 BY: _____ DATE: July 24
 JUL 22 2024 - 10AM
 UPLB-RQ- 7-231-24-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: July 16, 2024
 Fund Code: 9379800
 MOP: Small Value Procurement
 Contact No: 9978776427
 Contact Person: Gerniebeth B. Monteiro

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	Agricultural products	Nedra, 4 ft ht. bushy, potted	pcs	30	450.00	13,500.00				
2		Cross-fern, 8-10 inches spread, bushy, potted	pcs	100	220.00	22,000.00				
3		Malaysian mums, assorted pastel color, fresh cut flower	dozen	12	550.00	6,600.00				
4		Guzmania, assorted color potted	pcs	30	550.00	16,500.00				
5		Heliconia, Sexy pink	dozen	15	500.00	7,500.00				
6		Heliconia, Red Caribbean	dozen	10	500.00	5,000.00				
7		Heliconia, Yellow Caribbean	dozen	10	500.00	5,000.00				
8		White Dendrobium, fresh cut flower, 3-4 dozen per bundle	bundle	12	1,650.00	19,800.00				
9		Stromanthea 'Tri color', 10-12 inches spread, bushy, potted	pcs	100	250.00	25,000.00				
10		Cling wrap, heavy duty	rol	3	900.00	2,700.00				
11		Floral foam, 20 pcs/box	box	5	1,200.00	6,000.00				
12		Dracaena Marginata 'White' 2 ft.ht., bushy, potted	pcs	50	100.00	5,000.00				
13		Aglaonema 'Red Suksumjaipong' 8-10 inches spread, bushy, potted	pcs	50	400.00	20,000.00				
14		Aglaonema 'Red Sumatra' 8-10 inches spread, bushy, potted	pcs	50	400.00	20,000.00				
15		Aglaonema 'Dona Carmen' 8-10 inches spread, bushy, potted	pcs	50	300.00	15,000.00				
16		Aglaonema 'Snow White' 8-10 inches spread, bushy, potted	pcs	50	300.00	15,000.00				
17		San Francisco 'red deliciosa', 1-2 ft. in ht., bushy, potted	pcs	100	100.00	10,000.00				
18		Dracaena marginata 'Red' 2 ft. ht., bushy, potted	pcs	50	100.00	5,000.00				
19		San Francisco 'yellow spotlight', 1-2 ft. in ht., bushy, potted	pcs	100	100.00	10,000.00				
TOTAL ABC						229,600.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: _____

PAMELA E. LAPITAN 387-24
 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.

GERNIEBETH B. MONTEIRO
 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 5 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

Revised 6 June 2018; JOINT BAC RESOLUTION NO. R-006-18

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 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 PhilGEPS Registration Number	/	/	/	/	/
3 Professional licenser 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: _____

Tel. No. : _____

Fax No. : _____

Signature over Printed _____

Email Address: _____

Name of Representative: _____

Date: _____

Position: _____