



UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS
Los Baños, IV-A
VAT Reg. TIN: 000-864-005-00004

Request for Quotation/ Bid Form (Technical Specifications)
EDC-GFNR

UPLB BAC SECRETARIAT

BY: Jeremida DATE: 7.26.24

AUG 02 2024 10AM

UPLB-RQ- 7-282-24 RKS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name:

Date:

July 1, 2024

Fund Code:

NS34522

MOP:

NP - 53.9 SMALL VALUE PROCUREMENT

Contact No:

5951377581

Contact Person:

Annmarie D. Ralli

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 as 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:

PR # 166665

ITEM	GENERAL NAME OF	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT	ESTIMATED TOTAL	OFFERED SPECIFICATION	QUOTED UNIT	TOTAL QUOTED
1	Transportation and Communications Services	Van rental (Los Baños, Laguna to Region III and vicinities, and vice versa) (Driver's expenses, toll fees, parking fees, fuel, etc. included) with LTFRB franchise on September 23 to 28, 2024 Kindly indicate Type of Vehicle: Plate No.: Attach Comprehensive Insurance (photocopy)	trip	1	60,000.00	60,000.00			
TOTAL ABC						60,000.00	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

Donny 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.

Noel L. Tolentino
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 addendee 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 10 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 interferences, omissions, or omissions 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. 21-0017)

REQUIREMENTS	Shipping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.9)	Negotiated Procurement- Lease of Real Property or Vessel (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.8)	Negotiated Procurement- Emergency (Section 53.2)
1. Mayor's/Business Permit	/	/	/	/	/
2. PhilGEPS Registration Number	/	/	/	/	/
3. Professional Control CV (consulting services)	/	/	/	/	/
4. PCAB License (for infrastructure)	/	/	/	/	/
5. Income / Business tax returns (except for government agencies as lessor)	/	FOR ABC'S ABOVE 50%	/	/	FOR ABC'S ABOVE 50%
6. Omnibus Secured Statement	/	FOR ABC'S ABOVE 50%	/	/	FOR ABC'S ABOVE 50%
7. NPDC for Infrastructure with ABC above P5,000K	/	/	/	/	FOR ABC'S ABOVE 50%

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 Name
of Representative:

Position:

Tel. No.:

Fax No.:

Email Address:

Date: