

UPLB BAC SECRETARIAT
 BY: T DATE: 8/3/24
 AUG 06 2024 - TIL 10AM
UPLB-RQ- 8-258-24-GOODS
DEADLINE OF SUBMISSION



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

Request for Quotation/ Bid Form (Technical Specifications)
 CEAT OFFICE OF THE DEAN (CEAT DO)

UPLB-RQ- _____

23 July 2024

DEADLINE OF _____

Suppliers Name: _____

Date: _____
 Fund Code: 9390132
 MOP: Small Value Procurement
 Contact No: 049-253-8386/ 0977287580
 Contact Person: RUSELLEN BARAQUIO

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.
- 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.
- 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>
	VAN RENTAL	Van rental UPLB- San Juan Batangas vice versa (inclusive of toll fees, parking fees and driver's meal, w/ OR/CR, comprehensive insurance, PhilGEPS, LTFRB Franchise, Trip ticket, OR, relevant business permit	trip	20	5,500.00	110,000.00				
		for CEAT Strategic Planning Workshop August 2024 (day1 10 trips, day3 10 trips)								
TOTAL ABC						110,000.00				
Reviewed and Checked By: <u>LEA B. BONZALES</u> <u>Lea Bonzales</u>							TOTAL QUOTED AMOUNT IN WORDS:			

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 name of RUSELLEN BARAQUIO 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 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
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any infirmations, erasure, or overwriting shall be valid only if they are signed or attested 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 53.7)
1 Mayor's Business Permit	/	/	/	/	/
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 500K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7 NFGC for Infrastructure with ABC above Ph:500K		/			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: _____