



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

Request for Quotation/ Bid Form (Technical Specifications)
LEARNING RESOURCE CENTER

UPLB BAC SECRETARIAT

BY: _____ DATE: 8/6/24

AUG 13 2024 - TIL 10AM

UPLB-RQ- 8-282-24-60005
DEADLINE OF SUBMISSION

UPLB-RQ- 31098

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date: August 06, 2024
Fund Code: 9390400
MOP: SVP
Contract No: 536-2761
Contact Person: Alency Mangente/almenge@up.edu.ph

- 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	Ballpen	Brand new Ballpen with customized colored printed design (Learning Resource Center) Please see attached designed	pc	200	49.00	9,800.00				
2	Memo Note book	Brand new Memo Note book: Spiral, with customized printed design cover 80 Leaves/ 18 kgs /Dimensions: (Learning Resource Center) Please see attached designed	pc	200	253.00	50,600.00				
3	Seminar Bag	brand new Seminar Bag: Canvass bag 14 x 17Inches size with customize colored printed design (Learning Resource Center) Please see attached designed	pc	200	195.00	39,000.00				
TOTAL ABC						99,400.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

ANDREW LACARDO
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.

ALLEN L. MANGENTE
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 interlineations, erasure, or overwriting shall be valid only if they are signed or initialed 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 license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as taxpayer)		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 NPQC 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

Name of Representative: _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

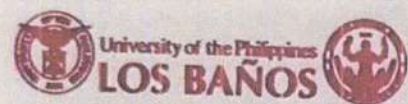
Date: _____

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academic excellence*

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