



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 BAC SECRETARIAT

BY: DATE: 8-15-24

AUG 19 2024 ^{10am}

UPLB-RQ- 8-25624-6003

DEADLINE OF SUBMISSION

UPLB-RQ-

163855

DEADLINE OF

Suppliers Name: _____

Date August 15, 2024

Fund Code: 8250600

MOP: Small Value Procurement

Contact No: 536-2306

Contact Person AGNES M. MORA

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

PR 168357

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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Token and Awards	Tokens for 1st General Education Workshop/Bootcamp Participants	pax	100	1,200.00	120,000.00				
		Customized tote bag Size 13.5"x16" Material: Canvas cotton, nylon handle Print: 11"x5" UPLB GE Program Logo Color: Black								
		Notebook (No. of sheets- 100; Cove#2S # 220; Paper Quality 80 gsm)								
		Polo-shirt, UP Green Color, Honeycomb Size: XS to 5XL with UPLB GE Program Name and Logo embroidered								
see photo for reference						120,000.00				
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By:

Lea C. Gonzales

AGNES M. MORA
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
- Delivery period within 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 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/Issuer 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 500K	/	/	FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	FOR ABC'S ABOVE 500K

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: _____





UPLB GE Program