



UPLB BAC SECRETARIAT
BY: [Signature] DATE: 8-7-24
AUG 12 2024
UPLB-RQ- 8-317-24-RES
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:
Date: August 6, 2024
Fund Code: N639821
MOP: Small Value Procurement
Contact No: 0451789335
Contact Person: Salvador A. Telad

Suppliers Name: _____

Please quote your lowest price on the items listed below, subject to the General Conditions below.

- Note:
- Bidders shall provide correct and accurate information required in the 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 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 QUOTE D PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Vehicle Rental	Van Rental - From UPLB to Batangas(Lipa City & San Juan) and back to UPLB (1 day) - Inclusive of toll fee and Parking fee with LTFRB Franchise. (August 23, 2024) With Philgeps Registration With Relevant Business permit Purpose: Meeting w/partners to discuss implementation of the project activities.	trip	1	7,700.00	7,700.00				
2	Vehicle Rental	Van Rental - From UPLB to NCR (Manila) and back to UPLB (2 days) - Inclusive of toll fee and Parking fee with LTFRB Franchise. (August 13 and 15, 2024) With Philgeps Registration With Relevant Business permit Purpose: Bring participants to the venue of CSSP-SABRAO 2024 Conference and back to the UPLB	trip	2	5,500.00	11,000.00				
3	Vehicle Rental	Van Rental - From UPLB to Zambales and back to UPLB (3 days and 2 nights) - Inclusive of toll fee and Parking fee with LTFRB Franchise. (August 29-31, 2024) With Philgeps Registration With Relevant Business permit Purpose: Meeting w/partners to discuss implementation of project activities and ocular visit to the target municipalities.	trip	1	32,000.00	32,000.00				
TOTAL ABC						50,700.00				
Lumpsum Award								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: [Signature]
L. S. [Signature]
L. S. [Signature]

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.

[Signature]
Salvador A. Telad
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 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 1 calendar days.
- Absent of contract shall be made in the lowest quotation with compliance 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 interrelations, assurance, or overwriting 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. 21-2017)

REQUIREMENTS	Shipping (Section 52)	Negotiated Procurement- Small Value Procurement	Negotiated Procurement- Lease of Real Property or	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Excludes Technology and Media	Negotiated Procurement- Emergency
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
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S
7 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	FOR ABC'S

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: _____
Registration: _____
Tel. No.: _____
Fax No.: _____
Email Address: _____
Date: _____