



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 608-864-006-0004

Request for Quotation/ Bid Form (Technical Specifications)  
OVCRE-UPLB

UPLB BAC SECRETARIAT  
BY: [Signature] DATE: 9-16-24  
SEP 20 2024 <sup>pm</sup>  
UPLB-RQ- 9-384-24-RES  
DEADLINE OF SUBMISSION  
UPLB-RQ

DEADLINE OF SUBMISSION:

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_

Date: September 13, 2024  
Fund Code: 87-875-00  
MOP: Small Value Procurement  
Contract No.: 562059793  
Contact Person: Shermin Iapay  
PLA 168462

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 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 show how the offered technical specifications of their offer applied each of the individual parameters of each requirements)</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC Evaluators only)
1	Services	Fabrication of exhibit display (labor and parts) Inclusions: - Exhibit display area (Wood; size: 3.5m x 4m; Shelves with light wood finish; storage below exhibit shelves if possible) - UPLB AGORA logo type (3D acrylic build-up signage; size: 35 x 85 cm) - Five focus areas (3D foame/acrylic; 5 pcs) - Cutting and installation of glass shelves - Wall mount installation of Smart TV - Repainting of walls and white platform - Left Panel background (Particleboard, size: 2 m; Fiberboard, Paper foil, Honeycomb structure paper filling (100% recycled) - 10 pin lights - Ducco paint - 4 tablet holders  <i>Please see the attached sample design.</i>	lot	1	300,000.00	300,000.00				
						300,000.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: [Signature]  
DONNIELO D. CAMUS

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]  
ANG MARGARITA PRIMA  
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 awarded 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 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 alterations, erasures, 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)	Regulated Procurement- Small Value Procurement (Section 53.9)	Regulated Procurement- Lease of Real Property or Venue (Section 53.10)	Regulated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	Regulated Procurement- Emergency (Section 53.2)
1 Mayor's Business Permit	/	/	/	/	/
2 (PAGCOR) Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for infrastructures)	/	/	/	/	/
5 Income / business tax returns (except for government agencies as lessor)	/	FOR ABOVE USE	/	/	FOR ABOVE USE
6 Overseas Sworn Statements	/	FOR ABOVE USE	/	/	FOR ABOVE USE
7 NPCC for Infrastructures with ABC above P6500k	/	/	/	/	FOR ABOVE USE

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: \_\_\_\_\_  
Position: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date: \_\_\_\_\_

4 meters



3.5 meters

4.87 meters