

**UNIVERSITY OF THE PHILIPPINES**

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

Request for Quotation/ Bid Form (Technical Specifications)
Community Innovations Studies Center - College of Public Affairs and Development

UPLB BAC SECRETARIAT
BY: _____ DATE: 9/26/24

OCT 01 2024 - TIL ICAM

UPLB-RQ- 9-427-24-RES

DEADLINE OF SUBMISSION

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date

September 16, 2024

Fund Code:

N842134

MOP:

Small Value Procurement

Contact No:

(049)538-3284

Contact Person

Denise June A. Castor

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 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	Transportation and Communication Services	Van rental: NAIA to UPLB on October 11, 2024 with LTFRB franchise, PHILGEPS and other related Business permits. Purpose: To fetch project staff from their trip in South Cotabato	trip	1	5,000.00	5,000.00				
3	Transportation and Communication Services	Van rental: NAIA to UPLB on October 19, 2024 with LTFRB franchise, PHILGEPS and other related Business permits. Purpose: To fetch project staff from their trip in North Cotabato	trip	1	5,000.00	5,000.00				
3	Transportation and Communication Services	Van rental: NAIA to UPLB on October 26, 2024 with LTFRB franchise, PHILGEPS and other related Business permits. Purpose: To fetch project staff from their trip in Bukidnon	trip	1	5,000.00	5,000.00				
4	Transportation and Communication Services	Van rental: NAIA to UPLB on October 4, 2024 with LTFRB franchise, PHILGEPS and other related Business permits. Purpose: To fetch project staff from their trip in Bohol - Cebu	trip	1	5,000.00	5,000.00				
5	Transportation and Communication Services	Van rental: UPLB to Batangas and back to UPLB October 14, 2025, with LTFRB Franchise, Philgeps and other related business permits. Purpose: Data Gathering for research activities.	trip	1	5,000.00	5,000.00				

6	Transportation and Communication Services	Van rental: UPLB to Quezon and Camarines Sur on October 28 to 31, 2024 with LTFRB franchise, PHILGEPS and other related Business permits. Van must have Head Rests and reclining seats. Inclusive of food and accommodation of driver for the duration of the trip. Purpose: Research data collection	trip	1	49,000.00	49,000.00				
7	Transportation and Communication Services	Van rental: UPLB to NAIA on October 16, 2024, with LTFRB franchise, PHILGEPS and other related Business permits. Purpose : To ferry project staff for their trip in North Cotabato.	trip	1	5,000.00	5,000.00				
8	Transportation and Communication Services	Van rental: UPLB to NAIA on October 9, 2024, with LTFRB franchise, PHILGEPS and other related business permits. Purpose : to ferry project staff for their trip in South Cotabato.	trip	1	5,000.00	5,000.00				
9	Transportation and Communication Services	Van rental: UPLB to NAIA on October 22, 2024, with LTFRB franchise, PHILGEPS and other related Business permits. Purpose : To ferry project staff for their trip in Bukidnon	trip	1	5,000.00	5,000.00				
TOTAL ABC					89,000.00					
Note to Supplier: FOR LOT AWARD do not quote "NO OFFER"							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

[Signature]
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.

[Signature]
Mark Ryan D. Medina
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 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 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 50K
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	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: