



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

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

UPLB BAC SECRETARIAT
 BY: *[Signature]* DATE: 08/10/24
OCT 15 2024 10am
 UPLB-RQ-10-366-24-600ds
 DIVISION OF PROCUREMENT

UPLB-RFQ

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: September 23, 2024
 Fund Code: 9380200
 MOP: Small Value Procurement
 Contact No: 536-2238
 Contact Person: Raquel C. Malaborbor

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

PR-168052

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	Grocery Items	Chocolate Powder Sachet, 14s Paper Sleeves, 38pcs per box(14 x 24g)	box	5	4,000.00	20,000.00				
2	Grocery Items	Coffee, instant, 3-in-1, Twin Pack sachet, 12 x 10x (2 x 29 g), 120 pcs/box	box	10	2,500.00	25,000.00				
3	Grocery Items	Biscuit, crackers, sandwich family Flavored Bunch, 32g x 10pcs per pack	pck	400	75.00	30,000.00				
4	Grocery Items	Biscuit, crackers, plain flavor, 32g x 10pcs per pack	pck	400	75.00	30,000.00				
						105,000.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

[Signature]
ANA G. EVANGELISTA 2024-0307
 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]
RAQUEL C. MALABORBOR
 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 representatives.

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 ABCS ABOVE 500K	/	/	FOR ABCS ABOVE 50K
6 Omnibus Sworn Statement		FOR ABCS ABOVE 50K			FOR ABCS ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABCS 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: _____