



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-864-008-00004

Request for Quotation/ Bid Form (Technical Specifications)

UPLB BAC SECRETARIAT
BY: DATE: 10-11-24
OCT 15 2024 10am
UPLB-RQ- 10-454-24-12ES
DEADLINE OF SUBMISSION

DAME-CEM

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name:

Date: October 09, 2024
Fund Code: N934630
MOP: Small Value Procurement
Contact No: 9560687570
Contact Person: Charlene P. Duran

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

PKA 174629

Note:

- 1. 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.
2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
3. 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.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. Others:

Table with 10 columns: 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, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Contains 3 rows of van rental specifications.

4	Van Rental	<p>VAN RENTAL: Los Baños, Laguna to NCR and vice versa for Project Official Trip (1 trip) - UPLB to SMX, vice versa to pick up participants for GAME Expo on October 24, 2024</p> <p>Other requirement/s: Inclusion toll fee(s), fuel, parking fee(s) and driver(s), meals and snacks with LTFRB franchise with Philgeps and relevant Business Permit</p>	trip	1	6,000.00	6,000.00			
5	Van Rental	<p>VAN RENTAL: Los Baños, Laguna to NCR and vice versa for Project Official Trip (8 trips) - UPLB to SMX, vice versa to pick up participants to attend GAME Conference on October 25, 2024</p> <p>Other requirement/s: Inclusion toll fee(s), fuel, parking fee(s) and driver(s), meals and snacks with LTFRB franchise with Philgeps and relevant Business Permit</p>	trip	8	6,000.00	48,000.00			
6	Van Rental	<p>VAN RENTAL: Parañaque City to Pasay City and vice versa for Project Official Trip (2 trips) - NAIA to Conrad Hotel, vice versa (5 stops) to pick up RP from airport to the venue for GAME Conference (10-12 passengers) on October 23, 2024</p> <p>Other requirement/s: Inclusion toll fee(s), fuel, parking fee(s) and driver(s), meals and snacks with LTFRB franchise with Philgeps and relevant Business Permit</p>	trip	2	8,000.00	16,000.00			
7	Van Rental	<p>VAN RENTAL: Makati to Pasay City and vice versa for Project Official Trip (1 trip) to pick up partners for ingress for the GAME Expo on October 23, 2024</p> <p>Other requirement/s: Inclusion toll fee(s), fuel, parking fee(s) and driver(s), meals and snacks with LTFRB franchise with Philgeps and relevant Business Permit</p>	trip	1	6,500.00	6,500.00			
8	Van Rental	<p>VAN RENTAL: Makati to Pasay City and vice versa for Project Official Trip (1 trip) to pick up partners to attend the GAME Expo on October 24, 2024</p> <p>Other requirement/s: Inclusion toll fee(s), fuel, parking fee(s) and driver(s), meals and snacks with LTFRB franchise with Philgeps and relevant Business Permit</p>	trip	1	6,500.00	6,500.00			

9	Van Rental	VAN RENTAL: Makati to Pasay City and vice versa for Project Official Trip (1 trip) to pick up partners to attend the GAME Expo and egress on October 25, 2024  Other requirement/s: Inclusion toll fee(s), fuel, parking fee(s) and driver(s), meals and snacks with LTFRB franchise with Philgeps and relevant Business Permit	trip	1	6,500.00	6,500.00			
10	Van Rental	VAN RENTAL: Los Baños to Rizal, Laguna to Lillw Laguna to Nagcarlan, Laguna and vice versa for Project Official Trip (2 trips) to conduct meeting with collaborators on October 26, 2024  Other requirement/s: Inclusion toll fee(s), fuel, parking fee(s) and driver(s), meals and snacks with LTFRB franchise with Philgeps and relevant Business Permit	trip	2	6,000.00	12,000.00			
11	Van Rental	VAN RENTAL: Los Baños to Quezon and vice versa for Project Official Trip (2 trips) UPLB to Tiaong, Quezon to conduct meeting with collaborators on October 27, 2024  Other requirement/s: Inclusion toll fee(s), fuel, parking fee(s) and driver(s), meals and snacks with LTFRB franchise with Philgeps and relevant Business Permit	trip	2	4,500.00	9,000.00			
12	Van Rental	VAN RENTAL: Los Baños to Parañaque City and vice versa for Project Official Trip (2 trips) - UPLB to NAIA vice versa to take the Resource persons to the airport on October 28, 2024  Other requirement/s: Inclusion toll fee(s), fuel, parking fee(s) and driver(s), meals and snacks with LTFRB franchise with Philgeps and relevant Business Permit	trip	2	6,500.00	13,000.00			
						195,500.00			
							TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:



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.



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 \_\_\_\_\_ 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 initialed 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: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Signature over Printed Name of Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_