



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

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

**UPLB BAC SECRETARIAT**  
BY: [Signature] DATE: 10-14-24  
**OCT 18 2024**  
**UPLB-RQ- 10-456-24-pcs**  
**DEADLINE OF SUBMISSION**

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

Date: \_\_\_\_\_  
Fund Code: N7-028-47  
MOP: Small Value Procurement  
Contact No: 09063813182/09066281449  
Contact Person: JOHN PAULO QUITORIANO/LORNA U. MANALO

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 quotations 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
- 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: \_\_\_\_\_

RFQ for PR No.: 17438 Corporate Giveaways, Tokens and Awards

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 how the detailed technical specifications of their offer agree with each of the individual</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this against blank. For BAC/Evaluators only)</small>
1		Acrylic Photo Frame Keychain With Tassels Snap-In Custom Insert Photo Acrylic Blank Keyring Clear Blank Picture Keyring (100 pcs/set)	set	15	900.00	13,500.00				
2		Customized box with umbrella, notebook, foldable fan, pen Box - Dimensions: 11 x 11 x 3.5 inches (LxWxH) with lid (1.5"), ribbon, and crinkled filler papers; with embossed text and logo  Each box contains the following: -foldable umbrella with print -notebook - refillable/sleeve made of vegan leather, with card slots; and one A5 size refill notebook -foldable fan - white, with full color printing and inclusive of pouch -pen - corporate sign pen with UV print, with engraved leather sleeve	pcs	3	3,000.00	9,000.00				
3		Customized Polo Shirts with NBW 2024 Theme Design Material: mix of polyester and cotton, Color: white	pcs	100	750.00	75,000.00				
4		Customized token kit (totebag, umbrella, notebook, foldable fan, pen)  Each kit contains the following items: -Totebag - Material: Carvass, with handle; Size: 12"x14"; Color: White/Off-white; Printing: Full color, one-side -Umbrella - Mini, foldable umbrella; size: 18-20cm; color: blue, with customized logo print -Notebook - Bamboo notebook, logo engraving -Foldable fan - white, with full color printing and inclusive of pouch -Pen - Metal ballpoint pen; retractable; with printed personalized logo and lettering; ink color: black, full ink level	pcs	530	500.00	265,000.00				
5		Customized Foldable Fan with Pouch with Print of IPB Logo, White, with one-side full color printing	pc	1000	45.00	45,000.00				
6		Leis Material: Ribbon Lenght- 52.5inches width-2.5 inches  Rossete with acrylic Outer circle- 4.5" diameter Inner circle - 3.25 diameter	pc	100	250.00	25,000.00				
7		Magnetic Sheet A4 Size Plain, 1mm thick, 5pcs/set	pcs	20	130.00	2,600.00				
8		Medal, Acrylic, 2.5 inches Diameter, 2.5 mm thickness, Customized with ribbon	pc	54	200.00	10,800.00				
9		Metal Blank Keyring Keychain Split Rings Keyfob Key Rings Lobster Clasp Key Pendant Chains Keychains, 500/set	set	3	320.00	960.00				
10		Pens with vegetable cap, Black ink	pc	200	10.00	2,000.00				
11		Plastic fans (1 dozen), Assorted colors, High quality handy fan, cute and interesting for events, handle length: 10cm - whole length: 31cm - fan width: 21cm	doz	30	200.00	6,000.00				
12		Trophy/Plaques, glass, 27cm height, customized	pc	9	2,000.00	18,000.00				
13		Umbrellas for giveaway/prizes, Automatic, Foldable, Folded length: 31.5 cm note: See Photo for Reference	pc	300	156.53	46,959.00				
<b>TOTAL ABC</b>						<b>519,819.00</b>				

Reviewed and Checked By:

ANDREW

[Signature]  
BAC TWG

**TOTAL QUOTED AMOUNT IN WORDS:**

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

[Signature]  
Lorna U. Manalo/John Paulo Quitariano  
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
- 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.

6. Any interlineations, 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	Bidding (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	PNIGEPS Registration Number	/	/	/	/	/
3	Professional license/ CV (consulting services)		/		/	
4	PCAB License (for Infrastructure)		/			
5	Income / Business tax returns (except for government agencies as lessor)			/	/	
6	Omnibus Sworn Statement		FOR ABC'S ABOVE 500K FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 50K FOR ABC'S ABOVE 500K
7	NFCC for Infrastructure with ABC above PHS00k		/			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 \_\_\_\_\_

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

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

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

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

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