



UNIVERSITY OF THE PHILIPPINES
 LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 000-864-008-00004
 Request for Quotation/ Bid Form (Technical Specifications)
 AZRL / IBS-ABD

UPLB BAC SECRETARIAT
 BY: _____ DATE: 10/21/24
 OCT 25 2024 - TIL 10AM
 UPLB-RQ- 10-484-24-RES
 DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: October 10, 2024
 Fund Code: N92962A
 MOP: Small Value Procurement
 Contact No: 09062196432 / 09763378968
 Contact Person: Sharmaine Marasigan

PA 173091

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

- 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	ESTIMATED TOTAL APPROVED BUDGET OF	OFFERED SPECIFICATION Suppliers must state here the detailed technical specifications of their offer against each of the	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/
	Printing Services	Printing and binding of promotional book (Apo Reef Natural Park Coffee Table Book) Printing Offset: Printing Size: (12 inches x 9 inches) Cover: C2S 120 gsm mounted on pasteboard 20 Full color, glossy 76 pages Inside Page: Full color, glossy Binding: Smyth C2S 140-160 gsm Number of Copies: 20 copies	lot	1	100,000.00	100,000.00				
TOTAL ABC						100,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

[Signature]
 ANDREW P. VICARDO
 BAC FWG

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]
 Victor S. Ticzon
 BUYER/ END-USER

TERMS AND CONDITIONS:

1. Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
2. 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
3. Delivery period within 30 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. 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 50K
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: _____