



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

UPLB BAC SECRETAR
BY: *[Signature]* DATE: 07/11/24
NOV 12 2024 10am
UPLB-RQ-11-458-24-60025
DEADLINE OF SUBMISSION

Request for Quotation/ Bid Form (Technical Specifications)
QUALITY ASSURANCE OFFICE

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: October 29, 2024
Fund Code: 9370100
MOP: Small Value Procurement
Contact No: 572-0640
Contact Person: Emlyn A. Umali

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: _____

RFQ for PR No.

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	Fixtures	Acrylic frame / sign holder, wall mount 3ft x 2ft, with 4 acrylic / glass holder, 19mm diameter, 60mm height, with 2-layered acrylic 1st layer : 3mm clear acrylic 2nd layer: 3mm clear acrylic with clear sticker UV printed with installation Note: see attached pictures for reference	pc	66	9,000.00	594,000.00				
TOTAL ABC						594,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: *[Signature]*
Engr. Donny Rey D. Camus
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]
Emlyn A. Umali
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 award 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 53.8)	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 PhilCEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAS 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 _____
Email Address: _____
Position: _____
Date: _____

UP QUALITY POLICY

The University of the Philippines commits to meeting standards of academic excellence as guided by the UP Charter and defined within the exchanging context of national, regional, and global developments that profoundly impact universities worldwide

UP is committed to creating and sustaining a quality culture in all its programs and constituent units supported by a quality management system of global standards to fulfill its vision, mission, and mandate.

With this system, UP shall:

- Produce graduates who will lead in the advancement of knowledge, contribute to national development, and thrive in a changing global landscape;
- Undertake research and creative work to contribute to the pursuit creation, and translation of knowledge into innovative solutions to national and global problems and challenges;
- Spearhead public service work that brings about meaningful change in the community and the country;
- Create an environment that supports the holistic development of its students, faculty, research and extension personnel, professional staff, administrative staff, and other stakeholders;
- Deliver stakeholder-driven support services and adhere to the applicable statutory and regulatory requirements;
- Align our policies on research and innovation, activities in teaching and learning, and outreach engagements with the United Nations Sustainable Development Goals (SDGs).

As a guide to the continuous improvement of the University's performance in carrying out its mandate, the UP Quality Policy shall be communicated to all stakeholders.



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