



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
College of Development Communication Dean's OfficeUPLB BAC SECRETARIAT
BY: JS30 DATE: 11-21-24

NOV 26 2024 10am

UPLB-RQ- 11-1193-24-6003
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name:

Date

October 30, 2024

Fund Code:

9390150

MOP:

Competitive Bidding

Contact No:

536-2429

Contact Person

Elisa S. Banasihan

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

Notes:

- 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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Corporate Giveaways, Tokens and Awards	Corporate giveaway: Metal Round Paperweight With Embossed lettering Color: Enamel Diameter: 7.5 cm. Thickness: 1.5 cm. Design: to be provided by the end user	pc.	160	500.00	80,000.00				
2	Corporate Giveaways, Tokens and Awards	Awards: Plaque of Recognition Size: Size of A4 paper 21.0 cm x 29.7 cm. including stand or base with design and color as shown in the attached picture Thickness of Acrylic: 5mm Citation: To be provided by the end-user Base or Stand: Glass or Acrylic: L-18 cm, W-8 cm, Thickness-2.5 cm	pc.	50	1,500.00	75,000.00				
		Purpose: For CDC Building Dedication Ceremony, Partners' Recognition and General Assembly on December 16, 2024 at UPLB Baker Hall								
		see photo for reference								
					TOTAL ABC	155,000.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

Leo C. Gonzales
BAC TWG

Please quote at your government price (including VAT) and state that the time within which you can make delivery, if will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.

ELISA S. BANASHIHAN

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 30 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 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 500K
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	FOR ABC'S ABOVE 500K

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

Email Address:

Name of Representative:

Date:

Position:



College of Development Communication
University of the Philippines Los Baños

Plake ng Pagkilala

ay iginagawad kay

NAME

Sa kaniyang napakahusay na paggampan sa mga tungkulin, kahanga-hangang pagkukusa na makatulong at makaambag sa mga gawain, at kagiliw-giliw na pakikitungo sa mga kapuwa-employado sa departamento, kolehiyo, at unibersidad. Sa loob ng apatnapu't apat na taon, naglingkod siya nang masigasig, tapat, at makatao bilang kawaning administratibo sa Department of Educational Communication (DEC), College of Development Communication (CDC), University of the Philippines Los Baños. Hindi matatawaran ang naging papel at kontribusyon niya sa pagpapadaloy ng mga gawain at pagkamit ng mga layunin ng departamento, kolehiyo, at unibersidad sa mga larang ng instruksiyon, pananaliksik, ekstensiyon, at serbisyo-publiko. Ang kaniyang kasipagan, dedikasyon, at kabutihan ay nagsilbing huwaran at inspirasyon sa mga mag-aaral, alumnay at kapuwa-employado ng DEC at CDC.

Iginawad ngayong ika-13 ng Marso, 2024
sa CDC, UPLB.

ELIJAH/JESSE M. PINE
Tagapangulo, DEC, CDC

DR. MARIÁ STELLA C. TIROL
Dekana, CDC, UPLB