



UNIVERSITY OF THE PHILIPPINES

LOS BANOS
Los Banos, IV-A
VAT Reg. TIN 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
Community Innovations Studies Center - College of Public Affairs and Development

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 12-17-24
JAN 03 2025 UALN
UPLB-RQ- 12-574-24-RES
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: September 16, 2024
Fund Code: N842134
MOP: Small Value Procurement
Contact No: (049)538-3284
Contact Person: Denise June A. Castor

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

Handwritten note: 124 704.12 - 01505

- 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 4 rows of item specifications for van rental services.

5	Transportation and Communication Services	Van rental UPLB to Quezon Province, Camarines Sur, and Albay and back to UPLB, January 13-17, 2024. Inclusive of food and accommodation of driver for the duration of the trip. Van must have headrests and reclinable seat backs. With LTFRB Franchise, PHILGEPS, Business permit and other relevant business permits.	trip	1	49,000.00	49,000.00			
6	Transportation and Communication Services	Van rental UPLB to Oriental Mindoro and back to UPLB, January 29-31, 2024. Inclusive of RORO and other miscellaneous port fees. Inclusive of food and accommodation of driver for the duration of the trip. Van must have head rests and reclinable seat backs. With LTFRB Franchise, PHILGEPS, Business permit and other relevant business permits.	trip	1	45,000.00	45,000.00			

Purpose: For Research project data gathering and Key Informant Interview

TOTAL ABC 193,000.00

Note to Supplier: FOR LOT AWARD do not quote "NO OFFER"

TOTAL QUOTED AMOUNT IN WORDS:

Reviewed and Checked By:

LEA C. GARCIA
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.

Mark Ryan D. Medina
Mark Ryan D. Medina
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 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 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: _____

Signature over Printed Name of Representative: _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____