

MAR 17 2025 <sup>10am</sup>

**UPLB-RQ- 03-134-25-RES**  
**DEADLINE OF SUBMISSION**



**UNIVERSITY OF THE PHILIPPINES**  
**LOS BANOS**  
 Los Banos, IV-A  
 VAT Reg. TIN: 000-864-066-00004

Request for Quotation  
 Institute of Animal Science

UPLB-RQ-  
 DEADLINE OF SUBMISSION:

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

Date: **March 10, 2025**  
 Fund Code: **NR43021**  
 MOP: **SMALL VALUE PROCUREMENT**  
 Contact No: **9617867533**  
 Contact Person: **Jenina Audi M. Lacson**

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 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-extended 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: \_\_\_\_\_

*PELH 2025-02-03005*

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	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Signages	Tarpaulin Printing, 3x5 ft, colored, water resistance/ waterproof materials	pcs	5	3,000.00	15,000.00				
2	Handbooks	Size: 210mmx297mm, land scape, two;fold, colored, glossy laser print	pcs	100	500.00	50,000.00				
3	Pamphlets	Size: 210mmx297mm, 100 GSM, 2-Fold, glossy paper	pcs	500	10.00	5,000.00				
4	Terminal Reports	Size: 210mmx297mm, 80 gsm, ring bound, colored,laser print	pcs	5	1,000.00	5,000.00				
<b>ITEMIZED</b>						<b>TOTAL ABC</b>	<b>75,000.00</b>			
								<b>TOTAL QUOTED AMOUNT IN WORDS:</b>		

Reviewed and Checked By:  
**ANDREW P. LICARDO**  
 BAC TRKO

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]*  
**JENINA AUDI M. LACSON**  
 BUREAU 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 covered 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 stipulations, clauses, or overwriting shall be void 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	Shipping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.5)	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 PRC/CEPS Registration Number	/	/	/	/	/
3 Professional Licenses/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)		FOR ABCS ABOVE 500K	/	/	FOR ABCS ABOVE 50K
6 Ombudsman Statement		FOR ABCS ABOVE 50K			FOR ABCS ABOVE 500K
7 NPCC for Infrastructure with ABC above P1000K		/			FOR ABCS 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: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_