



University of the Philippines  
**LOS BAÑOS**

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

Request for Quotation/ Bid Form (Technical Specifications)  
OFFICE OF PUBLIC RELATIONS (OPR)

**UPLB BAC SECRETARIAT**  
BY: JS DATE: 05-29-25  
**JUN 02 2025** *10am*  
**UPLB-RQ- 05-183-25-60024**  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-**

DEADLINE OF  
SUBMISSION:

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

Date Tuesday, 17 June 2025

Fund Code: 9310800

MOP: Competitive Bidding *UMP*

Contact No: 9985959091

Contact Person: ANA LISA G. GABATIN

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

*PR 4 2025-05-06986*

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
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: \_\_\_\_\_

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	Printing services	Printing of UPLB Horizon Broadsheet, broadsheet, book paper #80, 11x17 inches, full color, offset printing, 4 pages	pc	1000	50.00	50,000.00				
2		Printing of Commencement Exercises Program, Paper: C2S #220, Size: 14"x10", Full color, offset printing, with folding	pc	200	70.00	14,000.00				
3		Tarpaulin printing, (Cpark and Copeland), 24x12 ft, full color	pc	2	7,200.00	14,400.00				
4		Tarpaulin printing, (DL Umali Hall), 16.33x11.42 ft, full color	pc	2	2,296.00	4,592.00				
5		Tarpaulin printing, (lamp posts), 2.5 x 11.03 ft, full color, with seamming (please see attached design)	pc	140	551.50	77,210.00				

6		Tarpaulin printing, (baker façade), 37 x 6 ft, full color	pc	1	4,440.00	4,440.00				
7		Tarpauling printing, (photobooth), 12 ft x 8 ft, full color	pc	3	1,920.00	5,760.00				
8		Tarpaulin printing, (Hooding ceremonies), 16.33x11.42 ft, full color	pc	1	3,800.00	3,800.00				
9		Tarpauling printing, (guest speakers), 8 ft x 8 ft, full color	pc	3	1,280.00	3,840.00				
		* Tarpaulin printing for lot award. * Bidders for tarpaulin printing should be within 25 km radius of Los Baños, Laguna for easier access and delivery. * For UPLB Horizon Broadsheet printing. Bidders must also submit a portfolio of outputs (similar to that stated in the RFQ) from recent job contracts awarded to them by known universities, corporations and other establishments to the Office of Public Relations through the Bids and Awards Committee.								
TOTAL ABC						178,042.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

ANDREW P. LICARDO

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.

  
 ANA LISA G. GABATIN  
 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 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.
3. Delivery period within 5 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 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: \_\_\_\_\_