

## UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)  
Human Resource Development Office, QVCAUPLB BAC SECRETARIAT  
BY: \_\_\_\_\_ DATE: 5/7/25

MAY 13 2025 - TIL 10AM

UPLB-RQ-5-149-25-GOODS  
DEADLINE OF SUBMISSION  
UPLB-RQ-DEADLINE OF  
SUBMISSION:

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

Date: 5/07/2025

Fund Code: 9372420

MOP: Small Value Procurement

Contact No: jmcas18u12@up.edu.ph

Contact Person: Jefferson M. Castillo

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

PR# 2025-05-06969

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:

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	Tokens and Awards	<b>Item Name:</b> Personalized Trophy <b>Description:</b> OBLATION STATUETTE made of antique gold <b>Specifications:</b> UP oblation statuette on brown and gold vinyl base and dye UP Logo with text plate for citation <b>Size:</b> Oblation - Hand bent over (width: 21cm) - Height of statue from head to toe (height: 22cm) - Stone base dimension (Length 3cm, Width 5.5cm) - Wooden base dimension with UP Logo seal (Width 2cm, Length 14cm) Top portion width 6.5cm, Middle portion width 8.5cm, Bottom portion width 10.5cm - Citation Plate size: Height 8.5cm, Width 8cm <b>Pattern:</b> Metallic Gold Foil <b>Conditions:</b> - Packaging: Must be individually packed in a carton box - Delivery date: At least one (1) week before the schedule event - Supplier/s must have a shop within the area of Laguna - Must have at least a year of experience in transacting business with the University for the similar purpose - Must be willing to replace any defects or typographical errors without additional cost on the part of the end-user/University xxxxx Nothing follows xxxxx	pc	263	2,700.00	710,100.00				
2	Tokens and Awards	<b>GIVEAWAYS KIT</b> -White Tote Bag size 12x14 inches with UPLB Logo -White Round Fan size 9.75 diameter with UPLB logo -J Umbrella color Maroon (HEX color code: 8D1436) size 23inches with UPLB Logo	pc	263	350.00	92,050.00				
TOTAL ABC						802,150.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

Andrew P. Ricardo

BAC / WG

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.

Jefferson M. Castillo  
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 15 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition 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, erasures, 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	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 25K	/	/	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: