



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Tokens and Awards) College of Public Affairs and Development

UPLB BAC SECRETARIAT
BY: JS **DATE:** 06-02-25
JUN 06 2025 ^{10am}
UPLB-RQ-06-194-25-60046
DEADLINE OF SUBMISSION

UPLB-RQ-

**DEADLINE OF
SUBMISSION:**

Suppliers Name: _____

Date

5/30/2025

Fund Code:

9372421

MOP:

Small Value Procurement

Contact No:

9989811477

Contact

Benedict L. Reforma

Person

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

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 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	Tokens	<p>Supply and Delivery of customize tote bag with umbrella and extended mouse pad inside for interviewees, participant & volunteer students</p> <p>TOTE BAG:</p> <ul style="list-style-type: none"> - made of cloth (katsa) - color white/cream/off white - dimensions of 13"H x 12"W - color blue handle (see attached sample design) <p>UMBRELLA:</p> <ul style="list-style-type: none"> - 3 fold automatic - Color: navy blue 20 pcs, black 20 pcs, dark green 20 pcs, maroon 20 pcs, purple 20pcs - with printed CPAf logo (see attached sample design) <p>EXTENDED MOUSE PAD:</p> <ul style="list-style-type: none"> - stitched edges - non-slip rubber base - black color - size 70cm x 30cm - personalized design (see attached sample design) 	pc	100	1,000.00	100,000.00				

2	Tokens	Supply and Delivery of brand new Premium Filipiniana Alampay - white/off white/ pearl white/ beige color - hand made embroidered design - 100% organza fabric	pc	2	1,500.00	3,000.00				
TOTAL ABC						103,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By

ANDREW P. LICARDO
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.

Benedicta Reforma
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	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:

Tel. No. :

Fax No. :

Signature over
Printed Name of
Position:

Email Address:

Date: