



UNIVERSITY OF THE PHILIPPINES

LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 000-064-005-00004Request for Quotation/ Bid Form (Technical Specifications)
OVCRE-UPLB

UPLB BAC SECRETARIAT
BY: B DATE: 12-03-25
DEC 08 2025 100 M
UPLB-RQ-12-565-25-RBS
DEADLINE OF SUBMISSION

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date: _____
Fund Code: N702500
MOP: Small Value Procurement
Contact No: 09936874885
Contact Person: Angelou Arandia

Please quote your lowest price on the items listed below, subject to the General Conditions below.

Pmt 2025-10-14082

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 quotations 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-amended 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:

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT	ESTIMATED TOTAL	OFFERED SPECIFICATION	QUOTED UNIT	TOTAL QUOTED	EVALUATION (Leave)
	Printing of OVCRE Operations manual Vol. 1	Size : 8.5" x 11" (folded); 17" x 11" (Spread) Stock : Cover - Coated two sides 220 lbs board Inside pages - Coated two sides 80 lbs paper Color : Full colors, back-to-back printing Binding: Perfect binding, softbound Others: Glossy UV coating for Cover Process: Offset printing Pages: 100-500 pages including cover Estimated number of copies: 200	lot	1	200,000.00	200,000.00				
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By

A. Licuprov
BAC TWO

Please quote of 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.

Angelou Arandia
BUYER/END USER

TERMS AND CONDITIONS:

- Price quotations 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 conditions stated herein.
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any intimation, erratum, or overrating shall be valid 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	Shopping (Section 52)	Negotiated Procurement Small Value Procurement	Negotiated Procurement Lease of Real Property or	Negotiated Procurement Scientific, Scholarly or Artistic Work, Exclusive Technology and Media	Negotiated Procurement Emergency
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)	/	/	/	/	/
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S
7 NIRC for Infrastructure with ABC above Ph500k	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S

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.: _____
Email Address: _____
Date: _____Signature over Printed
Name of Representative: _____
Position: _____