



# UNIVERSITY OF THE PHILIPPINES

**LOS BANOS**

Los Banos, IV-A

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

**UPLB BAC SECRETARIAT**  
 BY: [Signature] DATE: 12-4-20  
 DEC 16 2020 9:10  
**UPLB-RQ- 12-284-20** CHOODS  
**DEADLINE OF SUBMISSION**  
 UPLB-RQ-29211

**Request for Quotation**  
 UPLB Office of the Vice Chancellor for Planning and Development

DEADLINE OF SUBMISSION:

Supplier Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: DEC. 10 2020  
 Fund Code: \_\_\_\_\_  
 MOP: Shopping  
 Contact No: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

**Please quote your lowest price on the item/s 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-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 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 | QUOTE UNIT PRICE | TOTAL QUOTED PRICE | EVALUATION (Leave this space blank. For BAC/Evaluators only) |
|----------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|--------------------------------------------------------------|
|          |                          | Microwave, 3 Memory Settings, 7 One Touch Express Cooking 6 Auto Cook Menus w/ Multi-stages, Weight & Time Defrost & Child Lock Function, Digital control panel, LED Display 25 Liters Cap, 900watts, 220v | pc              | 1   | 7,000.00                                       | 7,000.00                                        |                                                                                                                                                                     |                  |                    |                                                              |
|          |                          | Portable Air cooler, 65 watts; 8 liters water tank cap; 3 fan speed; Sturdy manual control; Top water / ice pack chamber for fast cooling; With 4pcs. Ice pack and with caster wheels;                     | pc              | 2   | 4,000.00                                       | 8,000.00                                        |                                                                                                                                                                     |                  |                    |                                                              |
|          |                          | air purifier with HEPA filter, area coverage: 20-50sqm, negative ion generator, deodorizer, at least 98% sterilization, low noise, standard voltage for Philippines                                        | pc              | 12  | 3,500.00                                       | 42,000.00                                       |                                                                                                                                                                     |                  |                    |                                                              |
|          |                          | coffee maker, 15Liters Capacity; Stainless Steel Double Wall Insulation; Energy Saver; 100 Cups Capacity                                                                                                   | pc              | 1   | 6,000.00                                       | 6,000.00                                        |                                                                                                                                                                     |                  |                    |                                                              |
|          |                          | oven toaster, Toast, Bake, Pizza, Reheat; with variable Temperature Control; Cool-touch Handle; 9 Liter Capacity 15-minute Timer; Power Light Indicator; 800 Watts                                         | pc              | 1   | 2,000.00                                       | 2,000.00                                        |                                                                                                                                                                     |                  |                    |                                                              |
|          |                          | vacuum cleaner: made of Acrylonitrile Butadiene Styrene (ABS) plastic; 20L capacity; includes washable cloth bag and HEPA filter; 1400W; 220-240V; 50-60Hz                                                 | pc              | 1   | 5,000.00                                       | 5,000.00                                        |                                                                                                                                                                     |                  |                    |                                                              |
|          |                          |                                                                                                                                                                                                            |                 |     | <b>TOTAL ABC: 70,000.00</b>                    |                                                 |                                                                                                                                                                     |                  |                    |                                                              |

Reviewed and Checked By  
DANILO A. SANTIAGO  
 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.**

**TERMS AND CONDITION**

- 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.

BUYER/ END-USER \_\_\_\_\_



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| REQUIREMENTS                                                             | Shopping<br>(Section 52) | Negotiated<br>Procurement-<br>Small Value<br>Procurement<br>(Section 53.9) | Negotiated<br>Procurement-<br>Lease of<br>Real Property<br>or Venue<br>(Section<br>53.10) | Negotiated Procurement-<br>Scientific, Scholarly or<br>Artistic Work, Exclusive<br>Technology and Media<br>Services (Section 53.6) | Negotiated Procurement-<br>Emergency (Section 53.2) |
|--------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 1 Mayor's Business Permit                                                | /                        | /                                                                          | /                                                                                         | /                                                                                                                                  | /                                                   |
| 2 PhilGEPS Registration Number                                           | /                        | /                                                                          | /                                                                                         | /                                                                                                                                  | /                                                   |
| 3 Professional License (for Infrastructures)                             | /                        | /                                                                          | /                                                                                         | /                                                                                                                                  | /                                                   |
| 4 PCAB                                                                   |                          | /                                                                          |                                                                                           | /                                                                                                                                  |                                                     |
| Income / Business tax returns (except for government agencies as lessor) |                          | /                                                                          |                                                                                           | /                                                                                                                                  |                                                     |
| 5 Omnibus Sworn Statement                                                |                          | FOR ABC'S ABOVE 500K                                                       | /                                                                                         | /                                                                                                                                  | FOR ABC'S ABOVE 50K                                 |
| 6 NFCC for Infrastructure with ABC above Ph500k                          |                          | FOR ABC'S ABOVE 50K                                                        |                                                                                           |                                                                                                                                    | FOR ABC'S ABOVE 500K                                |
| 7                                                                        |                          | /                                                                          |                                                                                           |                                                                                                                                    | 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: \_\_\_\_\_