



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
END-USER - PBN-Project 1

**UPLB BAC SECRETARIAT**  
BY: JH DATE: 1/4/21  
JAN 11 2021 -TIL 10AM  
UPLB-RQ- 1-005-21-RES  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-**  
**DEADLINE OF SUBMISSION:**

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

Date: \_\_\_\_\_  
Fund Code: N9A5023, Trust Fund (184)  
MOP: Shopping  
Contact No: 49 536 2807  
Contact Person: Lean Mamerto Mercado

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

- 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 <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	Aluminum plant tags (blank)	4.3 in x 4.3 x 1.25 in (L x W x D), double-sided write on aluminum metal tags for plant markers and tree tags, easy to write on with ball point pen or pencil, stays legible in all kinds of weather, 100 pieces per pack	pck	2	1,500.00	3,000.00				
2	Coconut coir, bag	Coconut coir for seed germination and potting media, 15 kg per bag	bag	4	250.00	1,000.00				
3	Dosol plant	Dosol ( <i>Kaempferia galanga</i> Linn) plant, potted, 0.5 m height	pc	10	400.00	4,000.00				
4	Frog grass, 1 m2 tile	Frog grass, cut to 1 square meter tiles, compact lateral growth	pc	50	100.00	5,000.00				
5	Garden soil, 4 m3	Garden soil with pre-mix (coco coir, loam, etc), for potting and seed germination	lot	1	6,500.00	6,500.00				
6	Marcotting mix, kit	Compost-based marcotting mix, for woody and semi-woody plants, up to 10 marcots per kit, 1 kg per bag	bag	25	500.00	12,500.00				
7	Metal weatherproof garden markers (27 cm x 9 cm)	Powder-coated metal labels, with galvanized iron stakes, corrosion-resistant, 30 pieces per pack	pck	3	1,500.00	4,500.00				
8	Potro	Potro ( <i>Proiophys amboinensis</i> L.) plant, potted, 0.5 m height	pc	10	400.00	4,000.00				
9	Rosal plant	Rosal ( <i>Gardenia jasminoides</i> Ellis plant, potted, 0.5 m height		10	400.00	4,000.00				
10	Sand, 2 m3	Fine sand powder, for planting and potting	lot	1	6,000.00	6,000.00				
11	Vertical hanging pots	Vertical hanging wall planter pot, black hard plastic with bottom perforations, 21 cm x 11.5 cm x 10 cm (L x W x H)	pc	100	30.00	3,000.00				
12	Wood preserver	Solvent-based wood preserver, colorless, active ingredient: Permethrin, 1 L per bottle	btl	2	600.00	1,200.00				
TOTAL ABC						54,700.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: PAMELA E. LAPITAN  
BAC TWG 275-2020

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.

LOURDES B. CARDENAS  
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 \_\_\_\_\_ 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 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	Negotiated Procurement- Emergency (Section 53.7)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/

Revised 6 June 2018 JOINT BAC RESOLUTION NO. R-006-18

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
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 Representative: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_