

**UNIVERSITY OF THE PHILIPPINES**

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

**Request for Quotation/ Bid Form (Technical Specifications)**  
**ASF Project II (Year I)**

**UPLB BAC SECRETARIAT**  
BY:                      DATE: 11-18-22-jms  
**NOV 22 2022**  
**UPLB-RQ- 11-396-22-jms**  
**DEADLINE OF SUBMISSION**

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

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

Date  
Fund Code:  
MOP:  
Contact No:  
Contact Person

**October 21, 2022****N925828****Shopping****0973534581w/door****Maricar D. Perez**

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 \_\_\_\_\_

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 N 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)
Office Chair	Elastomeric suspension seat and backrest; nylon frame and base, arm rest and foot, leather-upholstered or standard foam seat and backrest, adjustable height and reclining seat, can hold up to 130kg (refer to the attached photo for reference)	pc	3	5,000.00	15,000.00				
Office Table	Office table with 4 drawers for storage (comes with built in lock for 2 drawers) made from laminated particle board, Color: Choco, Size: 100 x 51 x 76 cm (LWH) (refer to the attached photo for reference)	pc	3	5,000.00	15,000.00				

<b>Shelf Rack</b>	5 layers metal and wooden board with metal plate, durable powder coat finish and adjustable interlocking feet with 1.5in. increment adjustments, each shelf can hold up to 130kg maximum capacity, measures 34 x 14 x 72in. (refer to the attached photo for reference)	pc	2	4,000.00	8,000.00				
<b>Steel Cabinet</b>	Gray powder coated vertical file cabinet with four drawers, each drawer has removable hanging bar, lock, four sections ball bearing runners, dimension: 46w x 62i x 134h cm (refer to the attached photo for reference) gauge # 22	pc	1	8,000.00	8,000.00				
<b>Industrial humidifier</b>	Ultrasonic air humidifier, Large water tank capacity with essential oil slot box, touch control panel & LED display, Automatic humidity level adjustment, 220-240V, 100W, Coverage area: 30-45sqm, 6 months warranty	pc	2	7,500.00	15,000.00				
<b>TOTAL ABC</b>					<b>61,000.00</b>				
						<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By:

*Lea C. Gonzales*  
Lea C. Gonzales

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.

*Mancar D. Perez*  
Mancar D. Perez  
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	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	Negotiated Procurement- Emergency (Section 53.2)
--------------	--------------------------	---	---	--	---

Major's Business Permit								
Police's Registration Number								
Professional license (if consulting services)								
PCAB License (for instructors)								
Income / Business tax returns (except for government agencies as listed)								
Comptroller's Statement								
WFOC for Infrastructure with ABC above P1500K								

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: \_\_\_\_\_

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

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

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