

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

Request for Quotation/ Bid Form (Technical Specifications)  
**AGRICULTURAL SYSTEMS INSTITUTE - COLLEGE OF AGRICULTURE AND FOOD SCIENCE**

**UPLB BAC SECRETARIAT**  
 BY:                      DATE: 7-3-23  
**JUL 07 2023** <sup>10am</sup>  
**UPLB-RQ- 7-206-23-RES**  
**DEADLINE OF SUBMISSION**

DEADLINE OF SUBMISSION: \_\_\_\_\_

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

Date: June 30, 2023  
 Fund Code: N9-B21-21  
 MOP: Small Value Procurement  
 Contact No: 638-2459/3229; 9106838032  
 Contact Person: Lea Joy M. Morong

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 REQUIRE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION <small>Suppliers must state how the detailed technical specifications of their offer against each of the individual parameters of each requirement</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Van Rental	Location: UPLB to Municipalities of Apayao and back to UPLB on July 10-16, 2023	trip	1	77,000.00	77,000.00				
2	Van Rental	Location: UPLB to Municipalities of Isabela and back to UPLB on July 19-26, 2023	trip	1	80,000.00	80,000.00				
		Purpose: Validation of survey data and collection of additional data from beneficiaries of complementary food products								
		Capacity: Normal seating capacity, inclusive of driver								
		Other requirements: LTRFB registered, inclusive of gasoline, parking, driver expenses and accident insurance								
		<b>TOTAL</b>				<b>157,000.00</b>				
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By: \_\_\_\_\_

                      
 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.

                      
 LEADER/MORONG  
 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 awarded 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 7 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 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 (Section 53.1)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or ARS&C Work, Exclusive Technology and Media Services (Section 53.6)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 RAIGEPS 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 50K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 50K
7 NFCC for Infrastructure with ABC above P500K			/	/	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: \_\_\_\_\_