



UNIVERSITY OF THE PHILIPPINES

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

Request for Quotation/ Bid Form (Technical Specifications)
CFNR-DO

UPLB BAC SECRETARIAT
BY: ran DATE: 9/13/23

SEP 18 2023

UPLB-RQ- 9-089-23-1 - 10am
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name:

Date: August 31, 2023
Fund Code: 9373500
MOP: Competitive Bidding
Contact No: 536-3206
Contact Person: Roderic M. Valencia / rmvalencia1@up.edu.ph

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

Note:

- 1. 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.
2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
3. 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.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. Others:

Table with 11 columns: 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, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Rows 1-14 list construction supplies like Paint Flat Latex, Polyurethane reducer, Sanding Paper, etc.

11	Construction Supplies	Solignum All Around Clear Paintable 1 Gallon Wood Preservatives Anti Termite	gal	5	1,760.00	8,800.00				
						87,960.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

[Signature]
 Engr. Dornay Rey D. Camus
 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.

[Signature]
 Roderic M. Valencia
 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 for Suppliers (GPPB Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 62)	Negotiated Procurement - Small Value Procurement (Section 63.8)	Negotiated Procurement - Lease of Real Property or Venue (Section 63.10)	Negotiated Procurement - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 63.8)	Negotiated Procurement - Emergency (Section 63.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 Ph#GEPS 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 500K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
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: _____



COLLEGE OF FORESTRY AND NATURAL RESOURCES
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Florencio Tamesis Hall, Martin Reyes St., UP Los Baños, College, Laguna 4031 Philippines
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OFFICE OF THE DEAN

11 September 2023

PROF. ARTHUR L. FAJARDO, PHD
Chair, Bids and Awards Committee - Infrastructure
University of the Philippines Los Baños
College, Laguna

BAC SECRETARIAT
RECEIVED
11 SEP 2023
BY: *[Signature]*

Dear Dr. Fajardo:

Warm earth greetings!

We respectfully seek approval for Purchase Request (PR) No. 150930, which pertains to the procurement of Construction Materials and Supplies. This request will be charged to the future proofing fund code 9373500. Moreover, we are requesting the change of procurement modality from competitive bidding to an alternative mode of procurement preferably shopping.

Initially, the Project Procurement Management Plan (PPMP) for this specific program/project/activity (PPA) was allocated to the future proofing fund code 8273500. However, during the submission of the PPMP through the University Information System (UIS), the Budget Management Office (BMO) made revisions, leading to the cancellation of the prior budget clearance (kindly see attached UIS approval history). As a result, we are required to adjust our submission accordingly.

This change in the fund code, shifting from 8273500 (trust fund) to 9373500 (revolving fund), imposes specific deadlines from the Bids and Awards Committee (BAC) for the submission of PR No. 150930. Hence, we kindly request your approval to proceed with this adjustment. The change in the mode of procurement is essential to expedite the acquisition of the specified items necessary for the fabrication of the conference table and for the repair of wood panels inside the Rola Conference Room.

We genuinely appreciate your understanding and look forward to a positive response to our request. Your prompt attention to this matter is highly valued. Thank you.

Very truly yours,

[Signature]
MARLO D. MENDOZA
Dean

UPLB BIDS AND AWARD COMMITTEE
BAC ACTION
SEP 11 2023
FOR SHOPPING
APPROVED *[Signature]*
For PhilGEPS Posting



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

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



#202309-46R050

Purchase Request

Entity Name: UP Los Banos

Fund Cluster: 05

PPMP No.:

Office/Section: UPLB College of Forestry and Natural Resources	PR No.: 150930 Responsibility Center Code: LB02017001 - -	Date: Sep 5, 2023
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Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	kg	#2 Common Nail	4	90.00	360.00
	kg	Finishing Nail #1 1/2	21	110.00	2,310.00
	tin	Paint Flat Latex UP Beige ,Premium quality, 16ltr/tin Boysen	10	3,200.00	32,000.00
	gal	Polyurethane reducer, Floor varnish	6	1,075.00	6,450.00
	gal	Polyurethane varnish with catalyst top coat 4L/gallon ,premium brand	10	1,625.00	16,250.00
	pc	Sanding Paper #120 per piece	35	10.00	350.00
	pc	Sanding Paper #220 per piece	35	10.00	350.00
	pc	Sanding Paper #320 per piece	35	10.00	350.00
	pc	Sanding Paper #360 per piece	35	10.00	350.00
	ft	Sanding Paper #80 (red) per ft	15	324.00	4,860.00
	gal	Sanding Sealer 4L/per gallon	5	1,000.00	5,000.00
	gal	Solignum All Around Clear Paintable 1 Gallon Wood Preservatives Anti Termite	5	1,760.00	8,800.00
	cn	Varnish , Clear Gloss 16L/can	2	3,200.00	6,400.00
	pc	Wood Filler (500g) brown	5	262.00	1,310.00
	L	Wood Glue 1L	12	235.00	2,820.00
Grand Total					87,960.00

Purpose: Construction Materials for Future Proofing CFNR-DO FC: 9373500

FOR SHOPPING

For PhilGEPS

Posting

EAC SECRETARIAT
RECEIVED
11 SEP 2023
BY:

UPLB BIDS AND AWARD COMMITTEE
RECOMMENDING APPROVAL
ACTION
SEP 11 2023
BY:

Signature: _____	Requested by:	Approved by:
Printed Name:: _____	Valencia, Mr. Roderic Mena	Mendoza, Assoc. Prof. Marlo De
Designation: _____	Administrative Officer I	Dean