



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

Request for Quotation/ Bid Form (Technical Specifications)  
Institute of Biological Sciences/ MBB office

**UPLB BAC SECRETARIAT**  
 BY: [Signature] DATE: 11-22-23  
 NOV 28 2023 <sup>10am</sup>  
**UPLB-RQ- 11-393 -23-RES**  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-105-23**  
**DEADLINE OF SUBMISSION:**

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

Date: May 26, 2023  
 Fund Code: 9116004  
 MOP: Small Value procurement  
 Contact No: \_\_\_\_\_  
 Contact Person: Arabella D. Austral

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 <small>Supplier must state how the offered technical specifications comply with 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	Capillary Sequencing	Capillary sequencing  Double pass with sample clean up	spt	80	700.00	56,000.00				
<b>TOTAL ABC:</b>						<b>56,000.00</b>				
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>										

Reviewed and Checked By:

[Signature]  
 Mark Anthony Badua  
 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]  
 Arabella D. Austral  
 BUYER/ END-USER

**TERMS AND CONDITIONS:**

- Price quotations shall be valid for a period of at least (3) 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 14 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 intermissions, pause, or overwriting shall be valid only if they are signed or initiated 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 53.9)	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 53.2)
1) Mayor's Business Permit	/	/	/	/	/
2) PRABEPS Registration Number	/	/	/	/	/
3) Professional License (CV for selling services)	/	/	/	/	/
4) PCAB License (for Infrastructure)	/	/	/	/	/
5) Income / Business tax returns (except for government agencies as contractor)		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) NCC for Infrastructure with ABC above P=500K					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: \_\_\_\_\_



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

Request for Quotation/ Bid Form (Technical Specifications)
Institute of Biological Sciences/ MBB office

UPLB-RQ-105-23

DEADLINE OF SUBMISSION:

Suppliers Name:

Date: May 26, 2023
Fund Code: 9116004
MOP: Small Value procurement
Contact No: 09951257190
Contact Person: Arabella D. Austral

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 columns: ITEM No., GENERAL NAME OF THE ITEM, REQUIRED SPECIFICATIONS, UNIT OF MEASURE, QTY, ESTIMATED APPROVED BUDGET OF THE CONTRACT, ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT, OFFERED SPECIFICATION, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Includes item 1: Capillary Sequencing and a total row.

Reviewed and Checked By:

Mark Anthony Badua
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.

Arabella D. Austral
BUYER/ END-USER

TERMS AND CONDITIONS:

- 1. Price quotations shall be valid for a period of at least (30) calendar days from the date of submission.
2. 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.
3. Delivery period within 14 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. 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)

Table with columns: REQUIREMENTS, Shopping (Section 52), Negotiated Procurement- Small Value Procurement (Section 53.9), Negotiated Procurement- Lease of Real Property or Value (Section 53.10), Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6), Negotiated Procurement- Emergency (Section 53.2). Lists various requirements like Mayor's Business Permit, PRRS Registration Number, etc.

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: