



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 000-884-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
OVCRE-National Institute of Molecular Biology and Biotechnology (BIOTECH)

UPLB BAC SECRETARIAT  
BY: \_\_\_\_\_ DATE: 11/06/23  
NOV 20 2023 - TIL 10AM  
UPLB-RQ- 11-530-23-60005  
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

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

Date: November 06, 2023  
Fund Code: 9161027  
MOP: Small Value Procurement  
Contact No: 0939-3992-3163  
Contact Person: IRENE G. PAJARES/acdote@up.edu.ph

Please quote your lowest price on the items 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<br>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<br>(Leave this space blank. For BAC/ Evaluators only) |
|------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------|------------------------------------------------------------------|
| 1                | Van rental               | Van Rental, Los Baños Laguna to UP Baguio and Benguet State University and vice versa (BIEEP)<br>Month of Travel: November 28-Dec 02, 2023<br>Reason: Conduct Training entitled "Bridging Extension Services of UPLB-BIOTECH's environmental Research and Technical Services Program to SUCs"<br>Destination: UP Baguio and Benguet State University<br>Number of Seats: max of 8 capacity per van (2 van)<br>No. of Days: 5<br>Insurance Requirement for Passengers: Comprehensive<br>Inclusion: Toll Fee and Parking fee<br>Must Have: Comprehensive Insurance, OR/CR of Vehicle & Philgeps Certificate with LTFRB Franchise. | trip            | 1   | 150,000.00                                     | 150,000.00                                      |                                                                                                                                                                        |                   |                    |                                                                  |
| <b>TOTAL ABC</b> |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |     |                                                | <b>150,000.00</b>                               | <b>TOTAL QUOTED AMOUNT IN WORDS:</b>                                                                                                                                   |                   |                    |                                                                  |

Reviewed and Checked By:

ENGR. JON NELL L. BERNARDO  
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.

IRENE G. PAJARES  
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.
- 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 interlineations, erasure, 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 | Negotiated           | Negotiated | Negotiated Procurement | Negotiated          |
|-----------------------------------------------------------------------------|----------|----------------------|------------|------------------------|---------------------|
| 1. Mayor's/Business Permit                                                  | /        | /                    | /          | /                      | /                   |
| 2. PhilGEPS 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 50K |
| 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: \_\_\_\_\_  
Signature over Printed: \_\_\_\_\_  
Position: \_\_\_\_\_  
Tel No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_