



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, P.A.  
VAT Reg. No. 008-024-000-00004  
Request for Quotation/ Bid Form (Technical Specifications)  
Annex 3, Memorandum/Institute of Plant Breeding

**UPLB BAC SECRETARIAT**  
BY: [Signature] DATE: 9-20-24  
SEP 24 2024 <sup>10am</sup>  
**UPLB-RQ- 9-393-24-1263**  
**DEADLINE OF SUBMISSION**

UPLB-RQ: \_\_\_\_\_  
DEADLINE OF SUBMISSION: \_\_\_\_\_

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

Date: \_\_\_\_\_  
Fund Code: \_\_\_\_\_  
MOP: \_\_\_\_\_  
Contact No: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

September 3, 2024  
N936321  
Small Value Procurement  
9153538359  
Lorena D. Velasco  
(ldvelasco3@up.edu.ph)

PK# 171040

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 OR MEASURE	QTY	ESTIMATED UNIT APPROXIMATE SUBJECT OF THE CONTRACT	ESTIMATED TOTAL APPROXIMATE SUBJECT OF THE CONTRACT	OFFERED SPECIFICATION <small>Supplier 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.</small>	OFFERED UNIT PRICE	TOTAL QUOTED PRICE	REMARKS <small>Supplier must indicate the brand and model number for equipment and its accessories or peripherals.</small>
1	Agricultural Products	Garden Soil, good quality (4m3)	elf	10	6,000.00	60,000.00	/			
2		Coir Dust (50kg/sack)	sck	150	250.00	37,500.00	/			
3		Rice hull (50kg/sack)	sck	150	150.00	22,500.00	/			
TOTAL BIC:						<b>120,000.00</b>				
										TOTAL QUOTED AMOUNT IN WORDS:

Reviewed and Checked By:

[Signature]  
PAMELA E. LAPITAN 514-24  
BAC TWRG

Please quote at your government price (including VAT) and state 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]  
LORENA D. VELASCO  
BAC SECRETARY

**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 ensure 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 information, notices, or covering shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

**Requirements for Suppliers (GPPS 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 53.13)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Creative Technological and Media	Negotiated Procurement- Emergency (Section 53.16)
1 Mayor/Business Permit	/	/	/	/	/
2 PRC/LEP Registration Number	/	/	/	/	/
3 Professional License/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessee)		FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 50K
6 Creditworthiness Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 50K
7 BFOC for Infrastructure with ABC above P=50K		/			FOR ABC'S ABOVE 50K

After having carefully read and accepted your General Conditions, We quote you on the items at prices stated below.

Name of the Company: \_\_\_\_\_

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

Signature and Printed Name of Representative: \_\_\_\_\_  
Position: \_\_\_\_\_

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

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

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

Date: \_\_\_\_\_