



UNIVERSITY OF THE PHILIPPINES  
 LOS BANOS  
 Los Banos, IV-A  
 VAT Reg. TIN: 000-864-006-00004  
 Request for Quotation/ Bid Form (Technical Specifications)  
TYPE END USER/DEPARTMENT UNIT  
 IBS

UPLB BAC SECRETARIAT  
 BY: \_\_\_\_\_ DATE: 9/26/24  
 OCT 03 2024 - TIL CAM  
 UPLB-RQ- 9-428-24- RES  
 DEADLINE OF SUBMISSION

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

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

Date: September 24, 2024  
 Fund Code: NR2962A  
 MOP: Small Value Procurement  
 Contact No: 9062196432  
 Contact Person: Sharmaine Marasigan

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 | ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT | OFFERED SPECIFICATION<br>Suppliers must state here the detailed technical specifications of their offer against | QUOTED UNIT PRICE | TOTAL QUOTED PRICE | EVALUATION (Leave this space blank. For BAC/Evaluators) |
|---------------|--------------------------|--|-----------------|-----|---------------------------------------|---|---|-------------------|--------------------|---|
| 1             | Van Rental               | Destination: Sablayan, Occidental Mindoro to UPLB<br><br>Description: Van Rental for transport of Project Staff, gears, and equipment from Sablayan, Occidental Mindoro to UPLB on October 20, 2024.<br><br>Pick up and bring back the passengers to their individual houses.<br><br>Two (2) 10-seater van per trip.<br>van no. 1: for the passengers<br>van no. 2: for the gears and equipment (remove chairs only the last 2 rows)<br><br>Inclusive of fuel, toll, accidental insurance, parking fee, RORO expenses. Van rental with Philgeps accreditation and LTFRB Franchise. With relevant business permits and all related documents. | trip            | 1   | 46,000.00                             | 46,000.00                                       |   |                   |                    |   |
| 2             | Van Rental               | Destination: Batangas, <del>NCR</del><br><br>Purpose: Van rental for transport of Research assistant to coordinate with LGUs regarding project activities.<br><br>Pick up and bring back the passengers to their individual houses.<br><br>Inclusive of fuel, toll, parking fee, driver's meal, accidental insurance, Philgeps accreditation and LTFRB Franchise and all related documents.  | trip            | 1   | 8,000.00                              | 8,000.00  |   |                   |                    |   |
|               |                          |  |                 |     | TOTAL ABC                             | 54,000.00                                       |   |                   |                    |   |
| Lumpsum award |                          |  |                 |     |                                       |   | TOTAL QUOTED AMOUNT IN WORDS:   |                   |                    |   |

Reviewed and Checked By: Lea C. Gonzales  
 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.

Victor S. Tizon  
 BUYER/ END-USER

**TERMS AND CONDITIONS:**

1. Price quotation/s 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 conditions 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 initiated by you or any of your duly authorized representative/s.

**Requirements for Suppliers (GPPB Resolution No. 21-2017)**

| REQUIREMENTS   | Shopping (Section 52) | Negotiated Procurement- Small Value Procurement | Negotiated Procurement- Lease of Real Property or | 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 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 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

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

Name of

Position: \_\_\_\_\_

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