



UNIVERSITY OF THE PHILIPPINES  
LOS BAÑOS  
Los Baños, IV-A  
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
OFFICE OF THE DEAN - COLLEGE OF ARTS AND SCIENCES

**UPLB BAC SECRETARIAT**  
BY: AS DATE: 15-10-24  
**OCT 22 2024 10am**  
**UPLB-RQ-10-384-24-600ds**  
**DEADLINE OF SUBMISSION**

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

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

Date: September 11, 2024  
Fund Code: 9370100  
MOP: Small Value Procurement  
Contact No: 501 5822  
Contact Person: Zyrille Ruth B. Malabayabas

PR: 1726 26

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<br><small>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements</small> | QUOTED UNIT PRICE | TOTAL QUOTED PRICE | EVALUATION<br><small>(Leave this space blank. For BAC/Evaluators only)</small> |
|--------------|--------------------------|--|-----------------|-----|--|---|---|-------------------|--------------------|--|
| 1            | van rental               | Destination: Los Baños - around Albay - Los Baños<br>Date: November 2024<br>No. of days: 3 nights, 4 days<br>Required vehicle capacity: maximum 12 passengers<br>Requirement: LTFRB Franchise<br>Inclusion: Fuel, toll fees, parking fee(s), and driver's meals and snacks             | trip            | 2   | 36,000.00                                      | 72,000.00                                       |   |                   |                    |  |
| 2            | van rental               | Destination: Los Baños - around Batangas or Cavite - Los Baños<br>Date: November 2024<br>No. of days: 1 day each trip<br>Required vehicle capacity: maximum 12 passengers<br>Requirement: LTFRB Franchise<br>Inclusion: Fuel, toll fees, parking fee(s), and driver's meals and snacks | trip            | 1   | 7,000.00                                       | 7,000.00  |   |                   |                    |  |
| 3            | van rental               | Destination: Los Baños - around Rizal - Los Baños<br>Date: November 2024<br>No. of days: 1 day each trip<br>Required vehicle capacity: maximum 12 passengers<br>Requirement: LTFRB Franchise<br>Inclusion: Fuel, toll fees, parking fee(s), and driver's meals and snacks              | trip            | 2   | 7,000.00                                       | 14,000.00                                       |   |                   |                    |  |
| <b>TOTAL</b> |                          |  |                 |     |  | <b>93,000.00</b>                                |   |                   |                    |  |
|              |                          |  |                 |     |  |   | <b>TOTAL QUOTED AMOUNT IN WORDS:</b>  |                   |                    |  |

Reviewed and Checked By:

Donnell D. Camus  
DONNELL 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.

Zyrille Ruth B. Malabayabas  
ZYRILLE RUTH B. MALABAYABAS  
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.

3. Delivery period within \_\_\_\_\_ 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<br>(Section 52) | Negotiated Procurement-<br>Small Value Procurement<br>(Section 53.9) | Negotiated Procurement-<br>Lease of Real Property or<br>Venue (Section 53.10) | Negotiated Procurement- Scientific,<br>Scholarly or Artistic Work, Exclusive<br>Technology and Media Services (Section<br>53.6) | Negotiated<br>Procurement-<br>Emergency (Section<br>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. : \_\_\_\_\_

Signature over Printed Name of Representative: \_\_\_\_\_

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

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

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

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