



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, PVA  
VAT REG. TIN: 000-854-006-0004  
Request for Quotation/ Bid Form (Technical Specifications)  
CRIS G. CORTAGA/Institute of Plant Breeding

UPLB BAC SECRETARIAT  
BY: B DATE: 10-18-24  
OCT 25 2024 <sup>0am</sup>  
UPLB-RQ-10-473-24-RES  
DEADLINE OF SUBMISSION  
UPLB-RQ-

DEADLINE OF SUBMISSION:

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

Date: October 02, 2024  
Fund Code: N840321  
MOP: Small Value Procurement  
Contact No: (049) 536-8750/536-7181  
Contact Person: Lorena D. Velasco  
(ldvelasco3@up.edu.ph)

Please quote your lowest price on the item/s listed below, subject to the General Conditions below. PR: 165122

- 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 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 (Leave this space blank. For BAC/Evaluators only)
1	Coir dust	Coconut coir dust (fine-14 kilos/sack) packed at a 50kg rice sack	sck	15	300.00	4,500.00				
2	Garden soil	Garden soil, 4 cu.m./truckload	elf	15	8,500.00	127,500.00				
3	Pruning shear	stainless steel 3.6 ounces Medium cutting capacity 1 inch	pc	2	650.00	1,300.00				
4	Garden hoe	field steel hoe with wooden handle 48 in	pc	2	500.00	1,000.00				
5	Long knife	bolo long blade wooden handle 36in	pc	2	200.00	400.00				
<b>TOTAL ABC</b>						<b>134,700.00</b>				
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By: [Signature]  
PAMELA S. LAPITAN  
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]  
Lorena D. Velasco  
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.
- Delivery period within 15 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 representative/s.

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

REQUIREMENTS	Shipping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.3)	Negotiated Procurement- Lease of Real Property or Vase (Section 53.10)	Negotiated Procurement- Scientific, Scholary or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	Negotiated Procurement- Emergency (Section 53.7)
1 Mayor's/Business Permit	/	/	/	/	/
2 PRC/PSA Registration Number	/	/	/	/	/
3 Professional License/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income Tax Return (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6 Creditworthiness Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7 NPCC for Infrastructure with ABC above P1600K		/			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: \_\_\_\_\_