



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

Request for Quotation/ Bid Form (Technical Specifications)
DEPARTMENT OF FOREST PRODUCTS AND PAPER SCIENCE

UPLB BAC SECRETARIAT
BY: BS DATE: 01-23-25

PR No. 0099
JAN 27 2025 (Jam)

UPLB-RQ: UPLB-RQ-01-010-25-6000b
DEADLINE OF SUBMISSION

Suppliers Name: _____

Date: January 21, 2025
Fund Code: _____
MOP: SVP
Contact No: 09625486648
Contact Person: Krisha F. Siruma (kfsiruma@up.edu.ph)

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

PA# 2024-11-00973

- 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	Mobile Pedestal	Brand New Mobile Pedestal, 3 drawer The 1st drawer with plastic pencil box, the 3rd file drawer with a hanging bars 5 wheels on the bottom, the front wheels with brake 3 sections slide rails Electrostatic powder coated, Gauge 20 Finish: Black	pc	1	6,300.00	6,300.00				
2	Steel Cabinet	Brand New 5 Layer Steel Shelf Cabinet with Sliding Glass Doors- Lockable Steel Doors with Duplicate Keys, Adjustable Shelf Height, Powdercoated Finish, Heavy Duty- Commercial Grade Color - Off white Dimension (WxDxH): 900X4000X1850	pc	1	11,600.00	11,600.00				
3	Armchair	Branded and brand new Armchair Backrest height: 727 mm Seat Height: 419 mm Seat depth: 400 mm Seat width: 450 mm Writing board height: 635 mm Writing board depth: 600 mm Writing board width: 265 mm Weight (kg): 6.08 kgs Mold insert for school chair: 60mm x 70mm	pc	50	4,200.00	210,000.00				
TOTAL ABC						227,900.00				
LOT AWARDED							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

Manuel
MANUEL REY D. CAMUS
BAC TWG

Krisha F. Siruma

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.

Krisha F. Siruma
KRISHA F. SIRUMA
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 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 refinements, 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 (Section 53.9)	Negotiated Procurement- Lease of Real Property or Lease (Section 53.10)	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 PHIS/PEPS 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 50K	/	/	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: _____

Tel. No.: _____

Fax No.: _____

Signature over _____

Email Address: _____

Printed Name of _____

Date: _____

Position: _____