



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 000-864-008-00004

Request for Quotation/ Bid Form (Technical Specifications)
AGRICULTURAL SYSTEM INSTITUTE

UPLB BAC SECRETARIAT
BY: *[Signature]* DATE: 01-30-25

FEB 04 2025^{10am}

UPLB-RQ- 01-017-25-60005
UPLB BAC SECRETARIAT
DEADLINE OF SUBMISSION

PR-202411-00719

Suppliers Name _____

Date: January 28, 2025
Fund Code: 2137011
MOP: Small Value Procurement
Contact No: 536-2548
Contact Person: Reinelen M. Reyes, mreyses3@up.edu.ph

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 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 <small>Suppliers must state here the desired technical specifications of their offer against each of the individual parameters of each requirement</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	TRANSPORTATION AND COMMUNICATION SERVICES	Services, Transportation, Van rental, UPLB/Region 1, Cagayan, Ilocos Sur and San Gabriel, La Union/UPLB re: FSTP Phase 1 Harvesting, February 24-28, 2025	trip	5	13,000.00	65,000.00				
2	TRANSPORTATION AND COMMUNICATION SERVICES	Services, Transportation, Van rental, UPLB/NAIA Terminal/UPLB (bound for Region 1, Sarral, Ilocos Norte)re: FSTP Phase 1 Harvesting, February 10 & 14, 2025	trip	2	6,000.00	12,000.00				
3	TRANSPORTATION AND COMMUNICATION SERVICES	Services, Transportation, Van rental, UPLB/Batangas Pier/Airport/UPLB (bound for Region 4B, Romblon) re: FSTP Refresher Course in Alcantara, Romblon, February 18 & 20, 2025	trip	2	6,000.00	12,000.00				
		<i>Other requirements: Comprehensive Insurance, OR/CR, LTRB Registration, Certificate of Public Conveyance, PhilGEPS Registration (must be submitted together with the quotation). Inclusive of FUEL, TOLL, PARKING FEE and DRIVER'S MEAL AND EXPENSES)</i>								
NOTE: LUMP-SUM AWARD										
TOTAL ABC						89,000.00				
						TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By: *[Signature]*
DONNY REY D. CAMUS
BAC TWG DDC - 2025 - 0079

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]
REINELAN M. REYES
BUYER/EMP/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 intensions, erasure, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (OPPB Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 51.9)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.9)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
3 Professional consent CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessee)	/	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: _____
Signature over Printed Name of Representative: _____
Position: _____
Tel. No.: _____
Fax No.: _____
Email Address: _____
Date: _____