

**UPLB BAC SECRETARIAT**  
 BY: AS DATE: 01-28-25  
**FEB 03 2025** *Room*  
**UPLB-RQ-01-053-25-RES**  
**DEADLINE OF SUBMISSION**

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 Agribusiness Management and Entrepreneurship  
 DAME, CEM

UPLB-RQ- \_\_\_\_\_  
 DEADLINE OF \_\_\_\_\_

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

Date: January 27, 2025  
 Fund Code: N935230  
 MOP: Small Value Procurement (Sec.53.9)  
 Contact No: 0916-2857-208  
 Contact Person: JUNE CARLO D. PARDUCHO

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

*Pub 202411-00194*

- 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
  - 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
  - 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	Furniture	<b>Branded and Brand new Office Table</b> <b>Specifications:</b> <b>Top:</b> 25mm MFC laminated board <b>Frame:</b> Folding, Steel metal frame, powder coated with rubber feet <b>Dimensions:</b> 180 x 45 x 74 cm <b>Color:</b> Gray and black Melamine lamination for heat and scratch resistance Built in shelf	pc	5	9,800.00	49,000.00				
2	Furniture	<b>Branded and Brand new Office Chair</b> <b>Specifications:</b> <b>Features:</b> Pneumatic Seat, Tension Control, Tilt Lock <b>Base Material:</b> Chrome base, twin casters <b>Coverings: Seat:</b> Mesh fabric   <b>Back:</b> Mesh <b>Color/s:</b> Black <b>Dimensions (H x W x D):</b> <b>Overall:</b> 91-103 x 58 x 48.5 cm <b>Seat:</b> 56 x 45 x 48.5 cm <b>Back:</b> 50.5 x 45 cm Itemize Award	pc	14	3,500.00	49,000.00				
					<b>TOTAL ABC</b>	<b>98,000.00</b>				

Reviewed and Checked By: JORDAN D. LOS REYES  
 BAC TWG

TOTAL QUOTED AMOUNT IN WORDS: \_\_\_\_\_

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

DR. MELODÉE MARCIANA E. DE CASTRO  
 Project Leader

**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**
- Delivery period within 30 calendar days.
- Award of contract shall be made to the lowest quotation wick complies with the technical specifications, and other terms and conditon 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	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.9)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	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: \_\_\_\_\_

Signature over \_\_\_\_\_

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

Tel. No. : \_\_\_\_\_

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

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

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