



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

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

UPLB BAC SECRETARIAT  
BY: *[Signature]* DATE: 03-02-25  
FEB 07 2025 10am  
UPLB-RQ-02-065-25-RES  
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF  
SUBMISSION:

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

Date: January 20, 2025  
Fund Code: N937421  
MOP: NP - 53.9 SMALL VALUE PROCUREMENT  
Contact No: 09198670413  
Contact Person: Maria Nereza Francia - ASI

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 <small>Suppliers must state how the detailed technical specifications of their offer against each of the individual parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Amber bottle	brand new; 1000ml, borosilicate glass, with cap GL45, color: Amber	piece	7	500.00	3,500.00				
2	Erlenmeyer flask	brand new and branded; 125ml; Material: Borosilicate glass	piece	25	280.00	7,000.00				
3	Erlenmeyer flask	brand new and branded; 500ml; Material: Borosilicate glass	piece	25	500.00	12,500.00				
4	Magnetic stirring bar	brand new and branded; approx: 6x30mm	piece	2	400.00	800.00				
5	Square weighing boat	brand new and branded; approx: 80 mm x 80 mm x 23 mm; color: white	piece	1	5,000.00	5,000.00				
6	Crucible porcelain	brand new; with cover, 50ml capacity	piece	13	300.00	3,900.00				
7	Filter paper	brand new and branded, No. 1, circles, diam. 125 mm, pack of 100, 180 µm thickness, 11 µm (Particle retention)	box	10	2,000.00	20,000.00				
8	Filter paper	brand new and branded, No. 42, circles, diam. 42.5 mm, pack of 100, 200 µm thickness, 2.5 µm (Particle retention)	box	10	3,000.00	30,000.00				
9	Lint-free task wipes	branded, 1 ply/ box	box	5	500.00	2,500.00				
10	Micropipette pipettor	brand new and branded; Single Channel Micropipette, adjustable, 100-1000 uL, ±1.0-0.7% Accuracy, ≤0.5-0.2% Precision, Autoclavable	piece	1	10,000.00	10,000.00				
11	Micropipette pipettor,	brand new and branded; Single Channel Micropipette adjustable, 1000-5000 uL, ±1.0-0.6% Accuracy, ≤0.3-0.2% Precision, Autoclavable	piece	1	10,000.00	10,000.00				
12	Micropipette pipettor,	brand new and branded; Single Channel Micropipette adjustable, 5000-10000 uL, 6.0-2.0% Precision error, 2.50%-12.00 Accuracy error, Autoclavable lower part	piece	1	10,000.00	10,000.00				
13	Pipette tips	brand new and branded; plastic, non-sterile, 10 mL bulk (per pack)	pack	1	2,500.00	2,500.00				
14	Pipette tips	brand new and branded; plastic, 10 mL racked, autoclavable (96 tips/box)	box	1	2,000.00	2,000.00				
15	Pipette tips	brand new and branded; plastic, non-sterile, 1000 uL bulk (1000 pcs/pack)	pack	1	1,500.00	1,500.00				
16	Pipette tips	brand new and branded; plastic, 1000 uL racked, autoclavable (96 tips/box)	box	1	1,000.00	1,000.00				

17	Pipette tips	brand new and branded; plastic, non-sterile, 5000 mL bulk (1000 pcs/pack)	pack	1	5,000.00	5,000.00			
18	Pipette tips	brand new and branded; plastic, 5000mL racked, autoclavable (96 tips/box)	box	1	1,400.00	1,400.00			
19	Pipette tips	brand new and branded; plastic, non-sterile, 10000 mL bulk (1000 pcs/pack)	pack	1	2,000.00	2,000.00			
20	Pipette tips	brand new and branded; plastic, 10000 mL racked, autoclavable (96 tips/box)	box	1	1,000.00	1,000.00			
21	Nitrile gloves	brand new and branded; Nitrile powder free, Small size (100's/box)	box	1	500.00	500.00			
22	Nitrile gloves	brand new and branded; Nitrile powder free, Medium size (100's/box)	box	2	500.00	1,000.00			
23	Nitrile gloves	brand new and branded; Nitrile powder free, Large size (100's/box)	box	1	500.00	500.00			
<b>TOTAL ABC</b>						<b>133,600.00</b>			
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>		

Reviewed and Checked By:

  
**Jeff C. Villanueva**  
 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.

  
**MARIA NEREZA D. FRANCIA**  
 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 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 53.8)	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: \_\_\_\_\_

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

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

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

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

Name of Representative: \_\_\_\_\_

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

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