



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

Request for Quotation/ Bid Form (Technical Specifications)  
INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY

**UPLB BAC SECRETARIAT**  
BY: [Signature] DATE: 02-17-25  
**FEB 21 2025** <sup>idam</sup>  
**UPLB-RQ-02-086-25-RES**  
**DEADLINE OF SUBMISSION**  
DEADLINE OF SUBMISSION:

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

Date \_\_\_\_\_  
Fund Code \_\_\_\_\_  
MOP: \_\_\_\_\_  
Contact No: \_\_\_\_\_  
Contact Person \_\_\_\_\_

February 11, 2025  
N9B4721  
Small Value Procurement  
9910314664  
John David B. Causapin  
jbcapuspin@up.edu.ph

Please quote your lowest price on the Items listed below, subject to the General Conditions below.

Note:

1. 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.
2. Price quotations to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
3. 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 sales literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. Others: \_\_\_\_\_

*PA 2025-01-02593*

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 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	Filter paper	Thickness:180 µm, Fine 110mm circles, Pore size: 11 µm (Particle retention) 100pcs/box	box	5	1,400.00	7,000.00				
2	Separatory funnel	Borosilicate glass, 250mL	pc	1	4,000.00	4,000.00				
3	Round bottom flask	Borosilicate glass, 250mL, 24/40	pc	2	2,050.00	4,100.00				
4	Evaporation Flask	Borosilicate glass, 500mL, 29/32	pc	1	3,000.00	3,000.00				
5	Nonsterile PVDF syringe filter	0.22µm, 25mm, 100pcs/pck	pck	2	7,000.00	14,000.00				
6	Membrane filter	4sets/pck, 50pcs/pck	pck	1	7,000.00	7,000.00				
7	Short thread clear vial	1.5mL with cap and septa 100pc/box	box	1	8,000.00	8,000.00				
8	Pipettor	<b>Branded and Brand new pipettor</b> Volume Range: 1000-5000uL, Fully autoclavable: with individual calibration certificate according to ISO8655, Min. Accuracy: 5000 ± 25uL, Min. Precision: 5000 ± 7.5uL	pc	1	7,000.00	7,000.00				
9	Reagent bottles	Glass Amber Color, Borosilicate glass, 500mL	pc	4	1,000.00	4,000.00				
10	Reagent bottles	Glass Amber Color, Borosilicate glass, 1L	pc	2	1,500.00	3,000.00				
11	Microtube compact storage box	PP, 100-well, well diameter: 12.3 mm	pc	1	1,500.00	1,500.00				
12	Microtube compact storage box	PP, 60-well, well diameter: 12.3 mm	pc	2	1,350.00	2,700.00				
13	Parafin Film	4 in x 125ft.	rol	2	1,200.00	2,400.00				
14	Lint Free Task wipes	4.3x8.4 in, 280pulls/box	box	5	500.00	2,500.00				

15	Petri dish	Disposable, 500 plates/box	box	2	5,000.00	10,000.00				
16	Grindometer	<b>Branded and Brand new grindometer</b> Stainless Steel, 1-2 Scrapers, Scraper Dimensions: 90x40x6 mm, Range: 0-25 µm, Increments: 1-2 µm, Single Groove: 2X 12 mm, Weight: 1.5 lbs (680 grams), Grindometer base Dimensions: Approx.170x65x15 mm Storage Case	un	1	25,000.00	25,000.00				
NOTE: For Itemized Awarding						<b>TOTAL ABC</b>	<b>105,200.00</b>	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

  
**Jovic 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.

  
**ROMEO M. FELISMINO**  
 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 initialed by you or any of your duly authorized representatives.

**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 PHGEPS 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 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: \_\_\_\_\_

Signature over Printed Name of Representative: \_\_\_\_\_

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

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

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

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

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