



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)

CFNR Makiling Center for Mountain Ecosystems (MCME)

UPLB BAC SECRETARIAT  
 BY: JS DATE: 05-22-25  
 MAY 26 2025<sup>10am</sup>  
 UPLB-RQ- 05-176-25-60025  
 DEADLINE OF SUBMISSION

UPLB-RQ-  
 DEADLINE OF  
 SUBMISSION:

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

Date: April 21, 2025  
 Fund Code: 2233005  
 MOP: Small Value Procurement  
 Contact No: 0933-877-1474  
 Contact Person: Mickiee C. Oracion

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

*PR 4 2025 04-00306*

- 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	QTY	UNIT OF MEASURE	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	Vehicle Repair & Maintenance	Supply of Labor and Materials for the Vehicle Repair and Maintenance Service for Isuzu DMax with Plate No.: 040110  <i>Spare Parts / Materials to be Supplied:</i> -1 Set Brake Shoe -1 Set Brake Pads -3 Pc Brake Cleaner -3 L Degrease  <i>Scope of Work:</i> -Perform General Job -Pull-out 4 Wheels / Replace Brake Pads and Shoe -Resurface Rotor Disc and Drum -Perform EGR, Intake and Throttle Cleaning -Complete Wash	1	Lot	35,676.00	35,676.00				
2	Vehicle Repair & Maintenance	Supply of Labor and Materials for the Vehicle Repair and Maintenance Service for Jitney with Plate No.: SHX 449.  <i>Scope of Work / Spare Parts / Materials to be Supplied:</i> -1 Set Wiper Replacement -1 Set Head Light Replacement (Left & Right) -8 Pcs Spring Leaf Bushing Replacement -1 No. Steering Repair	1	Lot	37,660.00	37,660.00				

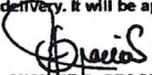
		1 No. Pedal Repair / Spring Replacement -1 Set Brake Lining Replacement (Front) -1 Set Brake Lining Replacement (Rear) -2 Set Tarapal Replacement (Left & Right) -1 No. U-Bolt for Spring Leaf -1 Tube WD40 for Spring Leaf U Bolt Cleaning -1 Set Front Hazard Light Replacement (Left & Right) -1 Lot Labor							
3	Vehicle Repair & Maintenance	Supply of Labor and Materials for the Vehicle Repair and Maintenance Service for Toyota Hi-Ace Grandia with Plate No.: SLF 659  <i>Spare Parts / Materials to be Supplied:</i> Engine oil Oil filter Brake Cleaner Valve cover gasket Silicon Clutch disc Pressure plate Release bearing Pilot bearing O-Ring set Evaporator  <i>Scope of Work:</i> Change oil Check & cleaning all brake Air filter cleaning Check all light Pull-out transmission Pull-out flywheel Flywheel reface Replace valve cover gasket Replace clutch disc Replace pressure plate Replace release bearing Replace pilot bearing	1	Lot	57,664.00	57,664.00			

	Repair clutch pedal bracket General cleaning of aircon Charging of Freon Oil compressor Vacuum system							
TOTAL ABC				131,000.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

  
**JONNELL E. BERNARDO**  
 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.

  
**MICHIE C. ORACION**  
 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 10 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions 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 53.8)	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 Printed Name of Representative: \_\_\_\_\_

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

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

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

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

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