

**UNIVERSITY OF THE PHILIPPINES****LOS BANOS**

Los Banos, IV-A

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

**Request for Quotation/ Bid Form (Technical Specifications)**  
**PVPCB-Division, IPB-CAFS****UPLB BAC SECRETARIAT**  
BY: JB DATE: 05-23-25**MAY 27 2025** <sup>10am</sup>**UPLB-RQ-05-244-25-RES**  
**DEADLINE OF SUBMISSION****UPLB-RQ-****DEADLINE OF  
SUBMISSION:**

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

Date: May 21, 2025Fund Code: N9-321-2AMOP: SMALL VALUE PROCUREMENTContact No: 9976446772Contact Person: Rea M. Causapin

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

PA# 2025-05-06901

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 quotation/s 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 sale 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: \_\_\_\_\_

| 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<br><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<br><small>(Leave this space blank. For BAC/ Evaluators only)</small> |
|----------|--------------------------|--|-----------------|-----|--|---|---|-------------------|--------------------|---|
| 1        | Fertilizer               | Fertilizer (0-0-60), granules, 50kg/sack, M <sub>g</sub> phosphate of potash | sack            | 15  | 3,700.00                                       | 55,500.00                                       |   |                   |                    |   |
|          |                          | Fertilizer (14-14-14), granules, 50kg/sack, complete                         | sack            | 10  | 2,700.00                                       | 27,000.00                                       |   |                   |                    |   |
|          |                          | Fertilizer (46-0-0), granules, 50kg/sack, Urea                               | sack            | 6   | 1,500.00                                       | 9,000.00  |   |                   |                    |   |
|          |                          | TOTAL ABC  |                 |     |  |   | 91,500.00   |                   |                    |   |
|          |                          |  |                 |     |  |   | TOTAL QUOTED AMOUNT IN WORDS:   |                   |                    |   |

Reviewed and Checked By:

  
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.

  
**Rea M. Causapin**  
BUYER/END-USER**TERMS AND CONDITION**

1. Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
2. 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.
3. Delivery period within **14** calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. 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 | Negotiated Procurement-Lease of Real Property or | Negotiated Procurement-Scientific, Scholarly or Artistic Work, Exclusive Technology and Media | Negotiated Procurement-Emergency |
|--|-----------------------|--|--|---|----------------------------------|
| 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 non-resident alien income) | /                     | FOR ABC'S                                      | /  | /   | FOR ABC'S                        |
| 6 Omnibus Sworn Statement  | /                     | FOR ABC'S                                      | /  | /   | FOR ABC'S                        |
| 7 NFCC for Infrastructure with ABC above                               | /                     | /  | /  | /   | FOR ABC'S                        |

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

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

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

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

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

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