



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

Request for Quotation/ Bid Form (Technical Specifications)
U.P. RURAL HIGH SCHOOL

UPLB-RQ-

DEADLINE OF SUBMISSION BY: 7th
SECRETARIAT DATE: 5/20/2025
MAY 26 2025
UPLB-RQ- 5-036-25-I - 10AM
DEADLINE OF SUBMISSION

Suppliers Name: _____

Date April 29, 2025
Fund Code: 9375324
MOP: NP-53.9 Small Value Procurement
Contact No: 559-3821
Contact Person Mara Dulce T. Maligalig
mtmaligalig@up.edu.ph

Please quote your lowest price on the item/s 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 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 <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>
	REPAINTING OF TRUSSES									
1		Epoxy primer, Gray, Premium quality paint	gal	70	1,200.00	84,000.00				
2		Q.D.E. White, Premium Quality paint	gal	70	800.00	56,000.00				
3		Rust remover	gal	15	1,500.00	22,500.00				
4		Reducer Epoxy	gal	30	700.00	21,000.00				
5		Paint Thinner, Premium grade	gal	30	550.00	16,500.00				
6		Roof paint, Baguio green	tin	1	3,200.00	3,200.00				
7		Steel brush with wood handle	pcs	15	120.00	1,800.00				
8		Paint brush 3", Horse hair bristle	pcs	25	100.00	2,500.00				
9		Paint brush 2", Horse hair bristle	pcs	25	75.00	1,875.00				
10		Baby roller 4", cloth	pcs	25	100.00	2,500.00				
		TOTAL MATERIAL COST				211,875.00				
		Labor for items 1-10								
	Preparatory Works	Labor for hauling, conveying and disposal of debris and unwanted materials to approved and designated location	lot	1						
	Miscellaneous Items to Complete Carpentry/Painting Works	Equipment rental a. Scaffolding with complete attachment and accessories	lot	1						
		MARK-UP FOR LABOR								
		12% VAT FOR LABOR AND MARK-UP								
		TOTAL LABOR COST				134,708.13				
		*materials cost is inclusive of 12% VAT								
		at least 6 months warranty								
	Scope of Works:	1. Preparatory Work: hauling, conveying and disposal of debris and unwanted materials to approved and designated location								
		2. Painting Works								
	Surface area and Location:	Surface Area: W 37.5m x L 22m; Location: UP Rural High School Gymnasium								
	Duration of Project:	March - August 2025								
	PCAB License	General Building (GB-1) Small A								
	Manpower	COSH								
	Tools/Equipment	Various hand and power tools								
TOTAL ABC						346,583.13				
						TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By:

ENGR. Dulce T. Camus
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.

Mara Dulce T. Maligalig
BUYER/ END-USER

TERMS AND CONDITIONS:

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 30 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 (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: _____

Tel. No. : _____

Fax No. : _____

Signature over Printed Name
of Representative: _____

Email Address: _____

Position: _____

Date: _____