

**Request for Quotation/ Bid Form (Technical Specifications)**  
**DEAN'S OFFICE - COLLEGE OF ARTS AND SCIENCES**

UPLB-RQ-

Suppliers Name:

Date  
Fund Code:  
MOP:  
Contact No:  
Contact Person

April 14, 2025

2300001  
COMPETITIVE BIDDING  
501 5822  
Zyrille Ruth B. Malabayabas

JUN 30 2025

**DEADLINE OF SUBMISSION**

**Note:**

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

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 warranty, or other documents issued by the manufacturer and sample.
4. Quotation through fax/e-mail 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 how the detailed technical specifications of their offer against each of the individual parameters of each requirement</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	services	<p>labor for repairs of rooms and facilities (per end-user's requirements)</p> <p>a. repainting and replacement of ceiling at Dean's Office</p> <p>b. fabrication and installation of sliding wall partition with sliding roller, repainting of flooring with rubberized paint, and replacement of ceiling foam for sound proofing at MPH2</p> <p>c. replacement of jalousie frame and glass, installation of wood wall, and repainting of room, ceiling, door, hamba and wall at QA Office</p> <p>d. repair of chairs and replacement of vinyl tiles at CAS Auditorium</p> <p>e. clearing activities</p> <p>NOTE:            1. Site Inspection Required            2. PCAB License General Building (GB-1) Small A.            3. 30 CD            4. COSH            5. Various Hand and Power Tools</p>	lot	1	300,000.00	300,000.00				
TOTAL ABC						300,000.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

DONALD E. CAMUS  
BAC TWG DD

DDC - 2025 - 0379

Please quote at your government price (including VAT) and state 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.

ZYRILE RUTH B. MALABAYABAS  
BUYER/END-USER

**TERMS AND CONDITIONS:**

1. Price quotations shall be valid for a period of at least (30) calendar days from the date of submission.
2. In order to assure no 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 \_\_\_\_\_ 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 interpretations, emendations, or overruling shall be valid only if they are signed or initiated by you or any of your duly authorized representatives.

**Requirements for Suppliers (GPPB Resolution No. 21-2017)**

Requirements for Suppliers (GPPB Resolution No. 21-2017)						
REQUIREMENTS		Shipping (Section 52)	Registered Postmaster- Small Value Procurement (Section 53.2)	Registered Procurement- Lease of Real Property or Vessel (Section 53.3)	Registered Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.4)	Registered Procurement- Emergency (Section 53.5)
1	Mayor/Business Permit	/	/	/	/	/
2	PNDGPB Registration Number	/	/	/	/	/
3	Professional Licenses/CV (consulting services)	/	/	/	/	
4	PCAD License (for Infrastructure)	/	/	/	/	
5	Income / Business tax returns (except for government agencies as listed)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6	Omnibus Bidder Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7	NPCC for Infrastructure with ABC above P1500K		/			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. :

**Example 4**

Fax No. \_\_\_\_\_  
Email Address \_\_\_\_\_

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