



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)
CEAT Dean's OfficeUPLB BAC SECRETARIAT
BY: *B.* DATE: 11-12-25NOV 21 2025 *10am*
UPLB-RQ- 11-541-25 - RBS
DEADLINE OF SUBMISSION
UPLB-RQ-DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date Nov. 18, 2025
Fund Code: 8613832
MOP: NP - 53.9 Small Value Procurement
Contact No: 09985473174 - erdt.uplb@up.edu.ph
Contact Person: CEDRIC M. SALCEDO

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: With comprehensive insurance and Certificate of Public conveyance

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	Van Rental	Route: UPLB to The Bellevue Manila, Alabang, Muntinlupa City (Roundtrip) Date of Travel: December 3, 2025 Purpose of Travel: For the Conveyance of ERDT-UPLB staff, scholars, and faculty to The Bellevue Manila, Alabang, Muntinlupa City to attend the 13th ERDT Congress Capacity: 12-seater van (7 van)	trip	10	8,000.00	80,000.00				
		Route: UPLB to DOST-SEI (Roundtrip) Date of Travel: December 2025 Purpose of Travel: For the Conveyance of ERDT-UPLB staff Capacity: 12-seater van (3 van)								
2	Van Rental	Route: UPLB to CALABARZON area (Roundtrip) Date of Travel: December 2025 Purpose of Travel: For the Conveyance of ERDT-UPLB staff Capacity: 12-seater van (4 van)	trip	4	10,000.00	40,000.00				
Requirement/s: Comprehensive insurance, OR/CR, LTFRB Registration, Certificate of Public Conveyance, PhilGEPS Registration Inclusive of FUEL, TOLL, PARKING FEE and DRIVER'S MEAL AND EXPENSES										
TOTAL ABC						120,000.00				
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked by:

DONNY REY B. 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.

CEDRIC M. SALCEDO
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 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 initialed by you or any of your duly authorized representative/s.

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

REQUIREMENTS	Shopping	Negotiated	Negotiated	Negotiated Procurement- Scientific	Negotiated
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 500K
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:

Tel. No.:

Signature over Printed

Name of Representative:

Fax No.:

Email Address:

Position:

Date: