



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)
TYPE END USER/DEPARTMENT UNIT

UPLB BAC SECRETARIAT

BY: 6 DATE: 11-21-25

NOV 25 2025 10am

UPLB-RQ- 11-604-25-60025

DEADLINE OF SUBMISSION

DEADLINE OF
SUBMISSION:

Suppliers Name:

Date

Fund Code:

MOP:

Contact No:

Contact Person

11-20-2025

RF9372526

Single Value Procurement

rbgo2@up.edu.ph

Riza B. Go

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

2025-10-14412

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	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	Furnitures	Branded and Brand-new Sliding Cabinet Cabinet Full Glass. Sliding door with 5 adjustable shelves with centralized locking system. Size: 185 X 91.5 X 45GGR. Materials: Cold Rold Steel (CRS) Finish: Electrostatic powder coating. Gauge: 20. Color: Light Gray	un	10	12,500.00	125,000.00				
		Branded and brand new Angle Steel Rack Shelves, 5 Layers Size: 70*30*150 Capacity: 60KGs limit capacity per layer - 0.40mm Metal Shelves - 0.50mm Metal Posts - Galvanized Steel (will not rust) GV Color: Black	un	6	7,500.00	45,000.00				
TOTAL ABC						170,000.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

DONNIE D. CAMUS

BAC TWG DDC - 2025 - 1272

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.

RIZA B. GO
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 30 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any intimations, ressure, or overwriting 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	Shipping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.5)	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 PNCEPS 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 50K	/	/	FOR ABC'S ABOVE 50K
6 Creditworthiness Statement	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 50K
7 NFCC for Infrastructure with ABC above P1600K	/	FOR ABC'S ABOVE 50K	/	/	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: