



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)
INSTITUTE OF CROP SCIENCE

UPLB-RQ-

**DEADLINE OF
SUBMISSION:**

Suppliers Name:

Date **November 25,2025**

Fund Code: **8243321 GTFI**

MOP: **SMALL VALUE PROCUREMENT**

Contact No: **501-6649; 09286247569; mdcalica@up.edu.ph**

Contact Person **Maria Agnes D. Calica, ICropS,CAFS**

PR# 2025-09-12938

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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
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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)



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	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		/	/	/	/	/	/		



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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		



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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.: _____



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Signature over Printed Name of
Representative: _____
Position: _____

Fax No.: _____
Email Address: _____
Date: _____