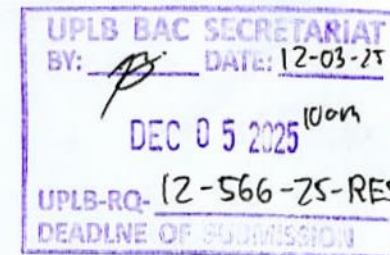




UNIVERSITY OF THE PHILIPPINES  
LOS BANOS

Los Banos, IV-A  
VAT Reg. TIN: 000-864-006-00004



Request for Quotation/ Bid Form (Technical Specifications)  
INSTITUTE OF BIOLOGICAL SCIENCES

UPLB-RQ-

DEADLINE OF  
SUBMISSION:

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: December 02, 2025  
Fund Code: N9B372A  
MOP: Small Value Procurement (SVP)  
Contact No: jmlaruya@up.edu.ph  
Contact Person: John Vincent R. Pleto

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

Per 2025-12-15341

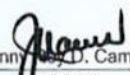
Note:

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>
1	Boat	Route / Coverage: Boat rental on the Seven Lakes of San Pablo Date of Activity: December 3 -5, 15-17, 2025 Purpose: Water quality sampling / field activities Capacity: 6-8 persons per boat	Trip	6	₱2,500.00	₱15,000.00				

2	Van Rental (UPLB - San Pablo City - UPLB)	Route: UPLB to San Pablo City (Roundtrip) Date of Travel: December 3-5, 9-12, and 15-17, 2025 (Multiple days) Purpose: Water quality sampling Capacity: Normal seating capacity (inclusive of driver)  Requirements: -Comprehensive insurance / accident insurance -Valid OR/CR -LTFRB Registration -Certificate of Public Conveyance -PhilGEPS Registration -Inclusive of fuel, toll fees, parking fees, and driver's meal and expenses -Maximum of 12 hours per trip; ₱150 per hour for excess hours	Trip	10	₱3,500.00	₱35,000.00				
3	Van Rental (UPLB - San Pablo City - Sto Tomas Batangas - UPLB)	Route: Van Rental (UPLB – San Pablo City – Sto. Tomas, Batangas – UPLB) Date of Travel: Dec. 9, 10, and 15, 2025 Purpose: Meeting with barangay officials and KII with stakeholders for the upcoming household survey and water quality assessment Capacity: Normal seating capacity (inclusive of driver)  Requirements: -Comprehensive insurance / accident insurance -Valid OR/CR -LTFRB Registration -Certificate of Public Conveyance -PhilGEPS Registration -Inclusive of fuel, toll fees, parking fees, and driver's meal and expenses -Maximum of 12 hours per trip; ₱150 per hour for excess hours	Trip	3	₱5,500.00	₱16,500.00				
TOTAL ABC						₱66,500.00				
							TOTAL QUOTED AMOUNT IN WORDS: Sixty-six thousand five hundred pesos			

Reviewed and Checked By:

  
Donny D. 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.

  
John Vincent R. Pleto  
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 15 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 (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:

Signature over Printed Name of  
Representative:

Position:

Tel. No. :

Fax No. :

Email Address:

Date: