



UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS
Los Baños, IV-A

VAT Reg. TIN: 000-554-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
DFBS-CFNR

UPLB BAC SECRETARIAT
BY: *B* DATE: 12-09-2025
10am
DEC 09 2025
UPLB-RQ- 12-568-25-REC
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name:

Date December 03, 2025
Fund Code: N93432A
MOP: NP - 53.9 SMALL VALUE PROCUREMENT
Contact No: 0959726212
Contact Person: Irish Valerie N. Gocoles

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 <small>Bidders must state here 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	Furniture	New Filing cabinet with swing metal doors Color: White Material: cold rolled steel plate (SPCC) / metal Finish: Electrostatic Powder Coating Steel Thickness: 0.6mm External Dimensions(H*W*D) : 1850*850*400(mm) Lock with 2 keys Inner parts: 4 shelves Structure: Knock-down Weight Capacity per Layer 20-25kgs	piece	5	10,600.00	53,000.00					
2		Glass door cabinet Color: White Material: Full steel with glass display External dimensions: 90*40*185 cm With secure locks and keys With adjustable shelves	piece	2	11,000.00	22,000.00					
3		New Black Office Chair •Breathable mesh •Lumbar support •High-density seat foam •With seat tilt adjuster •Durable hydraulic piston •Durable grade nylon base •Smooth caster wheels •Dimensions Lumbar/Back support height: 36-44cm Seat foam length: 53cm Height from hydraulic piston to caster wheels: 36-44cm Caster wheels' expanse (length): 67cm Overall Height: 97-107cm •With 1 yr warranty on mechanical parts	piece	4	6,000.00	24,000.00					
4		Metal office desk with side drawer Laminated board top Made with heavy-duty steel Color white Dimensions: 75*120*60 cm	piece	1	10,000.00	10,000.00					
TOTAL ABC						109,000.00					
							TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By:

Almael
ENGR. DONNY REY D. CAMUS

BAC TWG DDC-2025-1288

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.

Pastor L. Malabriga, Jr.
PASTOR L. MALABRIGO, JR.
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 30 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions 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 initiated 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 50K	/	/	FOR ABC'S ABOVE 50K
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, 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.: _____

Position: _____ Email Address: _____

Date: _____