



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 000-864-008-00004

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

UPLB BAC SECRETARIAT  
BY: JS DATE: 12-09-25  
DEC 09 2025 <sup>10am</sup>  
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: 9050726212  
Contact Person: Irish Valerie N. Gecoles

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

*Per 12-11-1464*

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<br><small>Suppliers must state how the detailed technical specifications of their offer against each of the individual parameters of each requirements</small> | QUOTED UNIT PRICE | TOTAL QUOTED PRICE | EVALUATION<br><small>(Leave this space blank. For BAC/ Evaluators only)</small> |
|-----------|--------------------------|---|-----------------|-----|--|---|--|-------------------|--------------------|---|
| 1         | Furniture                | New Filing cabinet with swing metal doors<br>Color: White<br>Material: cold rolled steel plate (SPCC) / metal<br>Finish: Electrostatic Powder Coating<br>Steel Thickness: 0.6mm<br>External Dimensions(H*W*D) : 1850*850*400(mm)<br>Lock with 2 keys<br>Inner parts: 4 shelves<br>Structure: Knock-down<br>Weight Capacity per Layer 20-25kgs   | piece           | 5   | 10,600.00                                      | 53,000.00                                       |  |                   |                    |   |
| 2         |                          | Glass door cabinet<br>Color: White<br>Material: Full steel with glass display<br>External dimensions: 90*40*185 cm<br>With secure locks and keys<br>With adjustable shelves   | piece           | 2   | 11,000.00                                      | 22,000.00                                       |  |                   |                    |   |
| 3         |                          | New Black Office Chair<br>•Breathable mesh<br>•Lumbar support<br>•High-density seat foam<br>•With seat tilt adjuster<br>•Durable hydraulic piston<br>•Durable grade nylon base<br>•Smooth caster wheels<br>•Dimensions<br>Lumbar/Back support height: 36-44cm<br>Seat foam length: 53cm<br>Height from hydraulic piston to caster wheels: 36-44cm<br>Caster wheels' expanse (length): 67cm<br>Overall Height: 97-107cm<br>•With 1 yr warranty on mechanical parts | piece           | 4   | 6,000.00                                       | 24,000.00                                       |  |                   |                    |   |
| 4         |                          | Metal office desk with side drawer<br>Laminated board top<br>Made with heavy-duty steel<br>Color white<br>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:

*Engr. Donny Rey D. Camus*  
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. Malabrigo, 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<br>(Section 52) | Negotiated<br>Procurement-<br>Small Value<br>Procurement<br>(Section 53.9) | Negotiated<br>Procurement-<br>Lease of Real<br>Property or Venue<br>(Section 53.10) | Negotiated Procurement- Scientific,<br>Scholarly or Artistic Work, Exclusive<br>Technology and Media Services<br>(Section 53.6) | Negotiated<br>Procurement-<br>Emergency<br>(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<br>500K  | /   | /   | FOR ABC'S<br>ABOVE 50K                                    |
| 6 Omnibus Sworn Statement  |                          | FOR ABC'S ABOVE<br>50K   |   |   | FOR ABC'S<br>ABOVE 500K                                   |
| 7 NPCC for Infrastructure with ABC above Ph500K                            |                          | /  |   |   | FOR ABC'S<br>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.: \_\_\_\_\_  
 \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Signature over Printed \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Name of Representative: \_\_\_\_\_  
 Position: \_\_\_\_\_ Date: \_\_\_\_\_