



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
PIC, IPB-CAFS

UPLB BAC SECRETARIAT
BY: *[Signature]* DATE: 12-11-25
DEC 15 2025 10am
UPLB-RQ-12-576-25-RES
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date

November 14, 2025

Fund Code:

N9-366-2A

MOP:

NP - 53.9 SMALL VALUE PROCUREMENT

Contact No:

rbalongkong@up.edu.ph

Contact Person

Reymuel B. Salongkong

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

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 Supplier must state how the detailed technical specifications of their offer against each of the individual parameters of each requirement.	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Herbicide	Herbicide (Glyphosate), 1L/bottle (Round up)	btl	10	900.00	9,000.00				
2	Fertilizer	Fertilizer (14-14-14), granules 50kg/sack	sack	10	2,500.00	25,000.00				
3	Fertilizer	Fertilizer (21-0-0), granules 50 kg/sack	sack	10	1,300.00	13,000.00				
4	Fertilizer	Fertilizer (46-0-0), granules 50kg/sack	sack	2	1,850.00	3,700.00				
5	Fertilizer	Fertilizer (0-18-0), granules 50kg/sack	sack	2	1,700.00	3,400.00				
6	Fertilizer	Fertilizer (0-0-60), granules 50kg/sack	sack	2	1,840.00	3,680.00				
7	Bolo	Bolo knife, stainless, wooden handle	pc	2	1,000.00	2,000.00				
8	Pruning Shears	Garden/Bonsai Pruning Scissors 4 in. length	pc	6	100.00	600.00				
9	Potting Bag	Potting bag, 6x6x10, 100pcs/bundle	bundle	10	200.00	2,000.00				
10	Sickle	Sickle, stainless, wooden handle	pc	10	424.00	4,240.00				
11	Nylon String	Nylon string for grass cutter, #300, 1kg/pack	pack	5	600.00	3,000.00				
12	Net Bag	Net bag, mesh, drawstring, 20x25"	pc	52	20.00	1,040.00				
13	Rubber Gloves	Hand gardening rubber gloves	pair	30	40.00	1,200.00				
14	Net Bag	Net bag, mesh, drawstring, 5x10"	pc	52	20.00	1,040.00				
15	Pruning Shears	Pruning shears	pc	6	350.00	2,100.00				
					TOTAL ABC	75,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

[Signature]
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.

[Signature]
REYMUEL B. SALONGKONG
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 ensure 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 14 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 interinations, errata, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

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 lessee)	/	FOR ABCS ABOVE 500K	/	/	FOR ABCS ABOVE 50K
6 Omnibus Sworn Statement	/	FOR ABCS ABOVE 50K	/	/	FOR ABCS ABOVE 500K
7 NFCC for Infrastructure with ABC above PH000K	/	/	/	/	FOR ABCS 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: