



UNIVERSITY OF THE PHILIPPINES
LOS BANOS

VAT Reg. TIN 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

UPLB BAC SECRETARIAT
BY: fr DATE: 12-04-25

DEC 08 2025 (DAM)

UPLB-RQ- 12-697-25-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name:

Date: December 1, 2025
Fund Code: 8221201 - C0001255
MOP: Small Value Procurement
Contact No: (049)536-2306
Contact Person: CATHERINE P. FADEROGAO

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

PNB 11-14443

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	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Transportation services	Transportation services for the UPLB NSTP Bootcamp 2026, 8-9 January 2026 Vehicle rental - (10 seater van, 10 vans per trip), to ferry and fetch participants from UPLB to the workshop venue to (Destination: CALABARZON) and vice versa, with LTFRB, insurance, PhilGEPS and relevant business permit; inclusive of toll fees	trip	20	5,500.00	110,000.00	Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements.			
Total										TOTAL QUOTED AMOUNT IN WORDS:

Reviewed and Checked By:

MR. JONNEEL S. PADUA
BAC/TWG

Catherine P. Faderogo
CATHERINE P. FADEROGAO
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 7 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 alterations, erasure, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (QPPB Resolution No. 21-2017)

REQUIREMENTS	Shipping (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 53.8)	Negotiated Procurement: Emergency (Section 53.2)
1. Mayor's/Business Permit	/	/	/	/	/
2. PhilGEPS Registration Number	/	/	/	/	/
3. Business Tax (including service tax)	/	/	/	/	/
4. ECAR License for Infrastructure	/	/	/	/	/
5. Income Tax Returns (except for government agencies as lessor)	FOR ABC'S ABOVE <u>500k</u>	/	/	/	FOR ABC'S ABOVE <u>500k</u>
6. Omnibus Sworn Statement	FOR ABC'S ABOVE <u>100k</u>	/	/	/	FOR ABC'S ABOVE <u>100k</u>
7. NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	FOR ABC'S ABOVE <u>500k</u>

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: