



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: Gr DATE: 12-04-25

DEC 08 2025 10am

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.

PA# 705-11-14443

- 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 <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	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				
Total						110,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

MR. JONNE S. PADUA  
BAC/TWG

CATHERINE P. FADEROGAO  
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 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.
- Delivery period within 7 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 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	Shipping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.8)	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 53.7)
Mayor's/Business Permit	/	/	/	/	/
PhilGEPS Registration Number	/	/	/	/	/
Professional license/ CV (consulting services)	/	/	/	/	/
ECAR License (for Infrastructure)	/	/	/	/	/
Income / Business tax returns (except for government agencies as lessor)	/	FOR ABC'S ABOVE 500k	/	/	FOR ABC'S ABOVE 50k
Omnibus Sworn Statement	/	FOR ABC'S ABOVE 500k	/	/	FOR ABC'S ABOVE 50k
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:

Tel. No.:

Fax No.:

Signature over Printed Name of Representative:

Email Address:

Position:

Date: