



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

Request for Quotation/ Bid Form (Technical Specifications)
OVCCA - UNIVERSITY HEALTH SERVICE

UPLB BAC SECRETARIAT
BY: g DATE: 12-05-25
DEC 09 2025 10am
UPLB-RQ-12-700-25-600DS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION: _____

PR 2025-11-

(Supplier's Name) Date NOVEMBER 28, 2025
(Supplier's Address) Fund Code: 9382511
(Supplier's Contact MOP: NP-53.9 Small Value Procurement
(No's & Email Address) Contact No: mravena1@up.edu.ph/
ttamisin@up.edu.ph
Contact Person Dr. Myla L. Avena/Tricia Irynn
Tamisin

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.
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>Suppliers must state how the detailed technical specifications of their offer squared 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	General Merchandise	Branded and brandnew Tent with scaffolding, 13x 13 - size, color white, heavy duty roofing Tent Outdoor waterproof.	set	2	35,000.00	70,000.00				
2		Branded and brandnew Tent with scaffolding, 20 x 20 - size, color white, heavy duty roofing tent outdoor waterproof.	set	2	60,000.00	120,000.00				
3		Branded and brandnew Monoblock chairs, color yellow, heavy duty and good quality.	pcs	100	370.00	37,000.00				
TOTAL ABC						227,000.00			-	
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

BRENDAN JOHN C. MAGANA
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

Jessie Imelda F. Walde
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. 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.
3. Delivery period within 20 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 or to award the contract to a bidder other than the lowest bidder.
6. Any information, statement or representation shall be considered as false and subject to inclusion by you or any of your staff in your offer and/or in your submission.

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

REQUIREMENTS	Shopping (Section 5.2)	Negotiated Procurement: Small Value Procurement (Section 5.3.9)	Negotiated Procurement: Lease of Real Property or Venue (Section 5.3.10)	Negotiated Procurement: Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 5.3.6)	Negotiated Procurement: Emergency (Section 5.3.2)
1. Mayor's Business Permit	/	/	/	/	/
2. PhilGEPS Registration Number	/	/	/	/	/
3. Professional license (TV consulting services)	/	/	/	/	/
4. PCAB License (the Infrastructure)	/	/	/	/	/
5. Income - Business tax returns (except for government agencies) (Section 5.3.1)	/	FOR ABC'S ABOVE 50%	/	/	FOR ABC'S ABOVE 50%
6. Omnibus Sworn Statement	/	FOR ABC'S ABOVE 50%	/	/	FOR ABC'S ABOVE 50%
7. PhilGEPS Infrastructure with ABC above 50%	/	/	/	/	FOR ABC'S ABOVE 50%

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: _____