



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-864-006-0004

Request for Quotation/ Bid Form (Technical Specifications)
UPLB HOUSING OFFICE - OVCCA

UPLB BAC SECRETARIAT
BY: fr DATE: 12-11-25

DEC 15 2025 10am

UPLB-RQ- 12-11-25-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ- 4th QTR -
2025DEADLINE OF
SUBMISSION:

Suppliers Name:

Date: November 20, 2025 PR 15066
Fund Code: 8217400
MOP: N
Contact No: 966-860163
Contact Person: BERNADETTE I. TIBURAN

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 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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements.	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Cabinet, filing	Dimensions: 52" H x 33-1/8" W x 18" D Finish: Powder Coated Steel thickness: 0.7mm (0.8mm) Features: 4 Drawers, Full extension ball bearing, drawer slides, Provision for vertical and horizontal filing, 1 vertical steel divider per drawer	un	4	18,000.00	72,000.00				
<i>Please see attached sample photo for reference</i>										
TOTAL ABC 72,000.00										
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By

Magay

ANA VERONICA EVANGELISTA

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 or before the deadline stated herein.

Handwritten Signature

BERNADETTE I. TIBURAN

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 **15** 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 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 lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6. Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 50K
7. 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.:

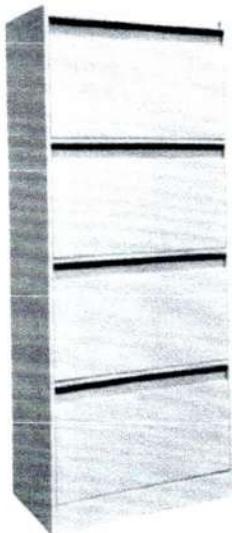
Signature over Printed Name
of Representative:

Email Address:

Position:

Date:

Premium Lateral Filing Cabinet 4 Layers



Premium quality lateral filing cabinets for fit folders and documents. Made with 100% durable materials.

Dimensions: 1251 x 331 x 761 mm (W x D x H)

Finish: Powder Coated

Steel thickness: 2.0 mm (0.08 in)

Features:

- 4 Drawers with lock
- Full extension ball bearing drawer slides
- Design for vertical and horizontal filing
- 10 vertical steel dividers per drawer