



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

Request for Quotation/ Bid Form (Technical Specifications)
OFFICE OF THE UNIVERSITY REGISTRAR (OUR)

UPLB BAC SECRETARIAT
BY: _____ DATE: 12-11-25
DEC 15 2025 10am
UPLB-RQ-12-712-25-G000X
TRANSACTION NO. 12-712-25-G000X

Suppliers Name: _____

Date December 09, 2025
Fund Code: 9382514
MOP: Small Value Procurement
Contact No: 09295041601
Contact Person: Digna D. Felismino

1108 1008-11-15 287

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: _____

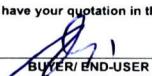
ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Laptop Computer with Accessories	Branded and Brand New Laptop Computer set Processor: Intel® Core™ Ultra 7 Processor 255H Display: 16" WUXGA (1920 x 1200) IS 144Hz, low blue light hardware certified; Intel® AI Boost NPU up to 13TOPS Memory: 16GB DDR5 Storage: 1TB SSD M.2 PCIe® 4.0 NVMe SSD Graphics: Intel® Arc™ Graphics Operating System: Licensed Windows 11, 64bit, English; Bundled Software: Microsoft Office Home & Student 2024 + Microsoft 365 Basic; Battery: 70WHrs, fast charging; Ports: 2 x USB 3.2 type-A Gen1; 2 x USB 3.2 Type-C Gen 1 with DisplayPort™ 1.2 and Power Delivery 3.0; 1 x HDMI® 1.4; 1 x Audio combo jack; Power charger/adapter and Laptop Bag included; Included Accessories: 2.4GHz Wireless 125 Hz, up to 2000 DPI Keyboard and Mouse combo. Warranty: Laptop: 2 years on repair, parts and services. Accessories: 1 year on parts and services. Note: Supplier must offer top 5 International Data Corporation (IDC) Brand in the Philippines and certified by the brand being offered.	un	2	75,000.00	150,000.00				
TOTAL ABC : 150,000.00										
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By:

Mark Efraim M. Gironella

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.


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 **10** 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 representative/s.

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 Vehicle (Section 53.10)	Negotiated Procurement: Scientific, Scholarly or Artistic Work, Exhibits, Technology and Media Services (Section 53.6)	Negotiated Procurement: Emergency (Section 53.5)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhGEPS 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 500K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
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.: _____

Signature over Printed

Name of _____

Position: _____

Fax No.: _____

Email Address: _____

Date: _____