



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

Request for Quotation/ Bid Form (Technical Specifications)  
INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY

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

DEC 15 2025 10am

UPLB-RQ- 12-716-25-6003  
DRAFTING DATE: 12-11-25

Supplier's Name:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: December 3, 2025  
Fund Code: 8250121 (Trust Fund)  
MOP: Small Value Procurement  
Contact No: 9656408362  
Contact Person: Administrator

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 quotations 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. Duration through fax/mail is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Durations 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: \_\_\_\_\_

PNF 2015-09-13/18

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASUREMENT	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 requirement)</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Evaluate based on lowest price. Blank for BACI Evaluators only)</small>
1	Laboratory Equipment	Branded and Brand-new Digital Lab Analytical Balance Electronic Precision ScaleScope of application 0-100g Max Measure Weight: 100gMin Measure Weight:1(mg) Accuracy: 0.001gWorking Temperature:5-40°C Power supply: AC 110V, 60Hz / AC 220V, 50Hz / DC 9V Stable Time: 1s Scale size: φ90mm External Size: 350*215*340mm G.W (N.W.): 9kg (6.8kg) Work Space Height: 240mm Calibration: External cal 1 year warranty	un	5	30,000.00	150,000.00				
***nothing follows***										
TOTAL ABC						150,000.00				
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked By:

Lloyd Earl V. Flandez  
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.

JOHN MATTHEW A. VILLAFLOR  
BUYER/ END-USER

TERMS AND CONDITIONS:

1. Price quotations 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 awarder 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 20 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 Intermediaries, insurance, or forwarding shall be valid only if they are signed or validated by you or any of your duly authorized representatives.

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

REQUIREMENTS	Shipping (Section 57)	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 53.6)	Negotiated Procurement- Emergency (Section 53.2)
1. Mayor/Business Permit	/	/	/	/	/
2. PhilEPC 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 ABCS ABOVE ₱50K	/	/	
6. Criminal Record Statement		FOR ABCS ABOVE ₱50K			FOR ABCS ABOVE ₱50K
7. NFCC for Infrastructure with ABC above ₱500K		FOR ABCS ABOVE ₱50K			FOR ABCS ABOVE ₱50K

After having carefully read and accepted your General Conditions, We quote you on the item at prices noted above.

Name of the Company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Address:

Date: \_\_\_\_\_

Signature over Printed Name of Representative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Position:

Date: \_\_\_\_\_