



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

Request for Quotation/ Bid Form (Technical Specifications)  
UPLB Office of Student Housing

UPLB BAC SECRETARIAT  
BY: f DATE: 12-18-25  
DEC 22 2025 10am  
UPLB-RQ-12-729-25-600DX  
THE UNIVERSITY OF THE PHILIPPINES  
UPLB-RQ-

DEADLINE OF  
SUBMISSION:

Suppliers Name: \_\_\_\_\_

Date December 12, 2025  
Fund Code 8219700  
MOP: SMALL VALUE PROCUREMENT  
Contact No: 9992211483  
Contact Person: MJ Del Rosario /  
msdelrosario3@up.edu.ph

2025-18-11730

Note: Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

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 <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	Grass Cutter	Branded and Brand new, Drive System: Auto Centrifugal Clutch Spiral Bevel gear, Reduction Ratio: 14:19, Related Blade Speed (rpm): 5,200, Standard Blades: Metal Blade: Ø255T x 3T; Ø255T x 2T, Size (LxWxH): 1880 x 600 x 460, Displacement (cm³): 40.2, Max Output (kW): 1.21, Weight (kg): 3.6, Carrying type: side-attached, Spark plug (mm): 0.6 – 0.7 (Gap of Electrodes), Fuel Tank Capacity (L): 1.0, Fuel Mixture (Petrol - Two Stroke Engine Oil): 25:1, with at least 1 year warranty on parts and services	un	3	25,800.00	77,400.00				
2	Leaf Blower	Branded and Brand new, Blower Type: Backpack, CARB Compliant, Interchangeable Nozzle Connections, Start Type: Pull Start, Variable Speeds, Power Source: Gas, Engine Power: 1.07 bhp, Weight (kg): 5.7, Sound pressure level db(A): 96, Sound power level: 103, Vibration level right (m/s²): 3, Max Air Velocity: 150 Mph, Air Volume at Nozzle: 400 cfm, Max. air speed (m/s): 67, Blowing force (N): 12, Air speed with round nozzle (m/s): 56, Air throughput (m³/h): 680, Max. air throughput (m³/h): 800, Fuel Capacity: 35.5 oz., Displacement: 27.2 cc, with at least 1 year warranty on parts and services	un	1	39,600.00	39,600.00				
3	Bolo (Itak)	12", SH blade, Smooth Wooden Handle, Heavy duty	pc	4	1,200.00	4,800.00				
4	Budding Knife	10mm, Spring assisted, Blade folds into handle, Smooth finished wood handle, With straight steel blade and bark lifter, Heavy duty	pc	2	1,000.00	2,000.00				
5	Garden Hose	Rubber, 3/4" dia. 60M per roll	rol	1	3,500.00	3,500.00				
6	Hand Shovel	32cm length, 15cm Shovel head length, 10cm Shovel head width, 17cm non-slip rubber handle length, Rust proof, with hanging holes	pc	4	500.00	2,000.00				
7	Hand Trowel	9", Pointed end, Smooth wooden handle	pc	4	300.00	1,200.00				
8	Hedge Shears	12", Steel blade w/ wood handle, Straight-edged scissors, 1" dia. x 6.5" Smooth Wooden Handle, Heavy-duty	pc	4	950.00	3,800.00				
9	Leaf Rake	w/ wood handle, Total length: 1580mm, Width: 510mm, 22 metal tines/piece	pc	4	650.00	2,600.00				

10	Plastic Crates	(60 cm x 40 cm x 37.5cm - L x W x H), Stackable, 100% recycled polypropylene, Heavyduty	pc	10	400.00	4,000.00				
11	Plastic Pots	Hard plastic, (1ft diameter, 2ft height)	pc	10	350.00	3,500.00				
12	Pruning Shears	8", with stainless blades, Drop forged body and handles, Max. Cutting Diameter: 15mm, Material: 55C Heat-treated surface, Heavy duty	pc	3	900.00	2,700.00				
13	Spade	Tempered heat-treated steel, Smooth Wooden Handle, pointed type, with Y end handle, Shovel head width: 215mm, Shovel head length: 290mm, Heavy duty	pc	2	850.00	1,700.00				
14	Stone Rake	(Kalaykay), Size:16" W x 14 Tines, 48" Plastic Coated Wood Handle, Welded Bow Rake Head, Heavy duty	pc	2	700.00	1,400.00				
15	Wheel Barrow	13" x 3" Solid rubber wheel, 100-120 kg. load capacity, Hot tempered steel frame, Water Capacity(L): 60L; Sand Capacity(CBF): 4CBF; L*H*A*B*C(mm) :1330*630*820*380*630, Tray with 0.8mm thickness, Handle with 1.2x32mm, Heavy duty	un	2	4,000.00	8,000.00				
<b>TOTAL ABC</b>						<b>158,200.00</b>				
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By:

  
Engr. Ariel J. Gloroso  
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.

Ma. Jessica S. Del Rosario  
BUYER/ END-USER

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 **30** 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 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 Venue (Section 53.1)	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 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. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature over Printed Name of Representative:

Position: \_\_\_\_\_

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