



UNIVERSITY OF THE PHILIPPINES

LOS BAÑOS

Los Baños, IV-A

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
CHE Institute of Human Nutrition and FoodBY: for DATE: 12-1825

DEC 22 2025 10am

UPLB-RQ- 12-731-25-6000X

DRAFTING OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name:

Date October 21, 2025Fund Code: 9372529MOP: Competitive BiddingContact No: 9696441619Contact Person: RYAN L. VILLARAN

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: 14 NOV-11-1403

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	Furniture	High Back Office Chair, Black Cloth upholstered with plastic armrest, tilting mechanism and reclining control, star base with ball casters complete with parts and accessories. Dimensions- Overall height: 1,050 mm to 1,150 mm, Seat width: 450 mm to 520 mm, Seat depth: 450 mm to 500 mm, Backrest height: 600 mm to 700 mm, Adjustable seat height: 400 mm to 500 mm. Capacity- Maximum weight load: 100-120 kg (typical office-grade durability). Warranty- Minimum of 1 year warranty on parts and labor	pc	1	8,500.00	8,500.00				
2	Furniture	Metal Filing Cabinet with 4 layer drawers, provide central key locking system and heavy duty drawer guide, Cold Rolled Steel (CRS) Gauge 22, powder coated finish. Color: Cream. Dimensions: Width: 420 mm - 460 mm (≈ 16½" - 18"), Depth: 520 mm - 580 mm (≈ 20½" - 22½"), Height: 1,000 mm - 1,200 mm (≈ 39½" - 47"). Warranty: Minimum of 1 year warranty on parts and labor	pc	4	11,500.00	46,000.00				
3	Furniture	600mm wide printer table w/plastic grommet for wire mgt 850mm high table top(16mm thk Plywood table top cross bonding w/ 1.0mm thk HPL Skin)w/ Metal powder coated legs complete w/ parts & accessories. Dimensions: 600mm W x 850mm H x 800mm D. Thickness: 16mm. Warranty: Minimum of 1 year warranty on parts and labor	lot	1	16,000.00	16,000.00				
TOTAL ABC						70,500.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

BAC TWG DDC - 2025 - 1236

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.

RYAN L. VILLARAN

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 14 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. UPELB 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 53.10)	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 return (except for government agencies as lessor)		FOR ABC'S ABOVE 50K	/	/	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. : _____

Signature over
Printed Name of _____

Fax No. : _____

Position: _____

Email Address: _____

Date: _____