



## UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)  
LIMNOLOGICAL STATION, IBS,CASUPLB BAC SECRETARIAT  
BY:                      DATE: 01-07-26JAN 12 2026<sup>10am</sup>UPLB-RQ- 01-004-26-RES  
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF  
SUBMISSION:

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

Date

October 21, 2025

Fund Code:

N602923

MOP:

Small Value Procurement

Contact No:

0951-851-1713

Contact Person

Roxanne D. Fajardo

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: \_\_\_\_\_

P/N# 705-12-15678

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	Branded and Brand New Manual staining stations	Made up of Glass with Lid cover, Durable and dishwasher safe, with Slide Basket: at least 20 slides capacity Delivery Period: Within 30 calendar days upon receipt of Notice to Proceed	set	15	1,350.00	20,250.00				
2	Branded and Brand New Pipettor with carousel stand	4-digit volume display with integrated zoom function and vertical arrangement of the numbers (top to bottom reading direction) ensures an optimal readability of the volume at all times. The desired volume can be set by rotating the volume setting wheel with ease and precision, the clearly visible colour-coded frame of the volume display allows easy selection of the right pipette tip, for applications with non-aqueous solutions, the integrated calibration function allows an adjustment without tools directly in the laboratory.	set	1	30,000.00	30,000.00				
		The corrosion- resistant piston and ejector ensure a long product life, Completely Autoclavable at 121 °C (2 bar) according to DIN EN 285. Also available with DAkkS calibration certificate								
		Volumes: 1 pc 0.5-10ul: As ± %: 1.0, Accuracy ≤ ± ul: 0.1, CV ≤ %: 0.5, Coefficient of Variation: ≤ 0.05 1 pc 2-20 ul: As ± %: 0.8, Accuracy ≤ ± ul: 0.16, CV ≤ %: 0.4, Coefficient of Variation: ≤ 0.08 1 pc 10-100ul: As ± %: 0.6, Accuracy ≤ ± ul: 0.6, CV ≤ %: 0.2, Coefficient of Variation: ≤ 0.2 1pc 20-200ul: As ± %: 0.6, Accuracy ≤ ± ul: 1.2, CV ≤ %: 0.2, Coefficient of Variation: ≤ 0.4								

1pc 100-1000ul: A $\leq$ $\pm$ %: 0.6, Accuracy $\leq$ $\pm$ ul 6, CVs %: 0.2, Coefficient of Variation: $\leq$ 2, 1pc 1000-10000ul: A $\leq$ $\pm$ %: 0.6, Accuracy $\leq$ $\pm$ ul: 60, CVs%: 0.2, Coefficient of Variation: $\leq$ 20 1pc Bench-top stand for 6 pipettes Delivery Period: Within 30 calendar days upon receipt of Notice to Proceed							
<b>TOTAL ABC</b>				<b>50,250.00</b>			
<b>1 LOT AWARD</b>				<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By: *[Signature]*

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.

*[Signature]*  
ROXANNE D. FAJARDO  
BUYER/ END-USER

**TERMS AND CONDITIONS:**

- Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
- 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.
- Delivery period within **30** calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- 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 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.: \_\_\_\_\_

Signature over Printed

Name of Representative: \_\_\_\_\_

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

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

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