

UNIVERSITY OF THE PHILIPPINES  
UP Los Banos  
College, Laguna

Request for Quotation  
REQUESTING UNIT (select from the list)  
COLLEGE OF FORESTRY AND NATURAL RESOURCES - ENFOR OFFICE

SUPPLIER'S NAME:

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

**S P M O**

**SIGNATURE**

8-29-17

**DATE**

8-342-17-RS

Date Prepared: 08/23/17 (Wed)  
10:30 AM  
RFQ No.: \_\_\_\_\_  
Fund Code: Trust Fund (184)  
Mode of Procurement: Shopping (Sec.52.1b)  
Evaluation and award: PER LOT BASIS ONLY  
Contact Person/ End-user: Camille Erika R. Agsunod  
Contact No./ Email Add.: 536-5314/camille10agsunod@gmail.com

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions on the last page, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than **SEP 05 2017** in the return Envelope attached herewith.

- Note:
- All entries must be written in print and properly accomplished. Do not leave blank entries. Put N/A for not applicable.
  - 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 sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase Order (PO).
  - In order to assure that manufacturing defects shall be corrected by the 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 period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.
  - Delivery period within \_\_\_\_\_ calendar days
  - Documentary requirements per Memorandum No. 03, Series of 2017 shall be attached upon submission of the quotation (for new suppliers).
  - Others:

RFQ for PR No. \_\_\_\_\_

LOT #	ITEM #	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	Qty.	Unit of Issue	Estimated Unit Cost	Estimated Total Cost	OFFERED SPECIFICATIONS Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements.	UNIT PRICE	TOTAL COST	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
		Filing Cabinet	Steel, with 4 drawers	5	unit	8,500.00	42,500.00				
		Paper Shredder	Branded and Brand New Shredder for Paper, CD, and Cards Shred capacity: A4 (70g) 8 sheets paper, 1 CD, 1 Card Shred type: Cross cut, 4x45mm Entry width: 220m Switch feature: Reverse-Off-Auto Duty cycle: 2 minutes On, 40 minutes Off Noise level: 72db Waste bin capacity: 13L Durable entries design to separate the shredding of paper and CD Energy saving technology to save power consumption Warranty: 1 year	1	unit	4,800.00	4,800.00				
		Ring Binder Machine	Manual Comb Binder Paper Size: A4, A5 & B5 Max. Binding Capacity: 450 sheets Max Punch Capacity: 12 sheets paper of A4 80 gsm 2 sheets of 0.2 mm PVC Cover 2 sheets of 230g of Paper cover Punch holes: 21 fixed Hole size: 3 x 8 mm Unit Size: 370 x 140 x 230 mm Warranty: 1 year warranty	1	unit	7500	7,500.00				
<b>TOTAL ABC:</b>						<b>₱54,800.00</b>	<b>TOTAL AMOUNT:</b>	<b>₱0.00</b>			
							<b>IN WORDS:</b>				

Reviewed and Checked By:

**ROMMEL MEDINA** 8/22  
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 \_\_\_\_\_

Willem T. Drza  
Buyer

**TERMS AND CONDITIONS:**

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of at least thirty (30) calendar days from the date of submission.
- Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
- UPLB reserves the right to reject any or all offers and accept an offer as may be considered most advantageous to the University.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

After having carefully read and accepted your Terms and Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: \_\_\_\_\_ Tel. No. : \_\_\_\_\_  
Address: \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Name of Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Requirements for Suppliers (Memorandum No. 03, Series of 2017)	Shopping	SVP	Scientific	Lease	Emergency
1 Mayor's Business Permit:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 PhilGEPS Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Professional license/ CV (consulting services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 PCAB License (for Infrastructure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Income / Business tax returns (except for government)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Omnibus Swom Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 NFCC for Infrastructure with ABC above PhP500k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>