



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

Request for Quotation/ Bid Form (Technical Specifications)
U.P. RURAL HIGH SCHOOL

END USER

UPLB BAC SECRETARIAT
 BY: [Signature] DATE: 11-11-20
NOV 16 2020 9:00
UPLB-RQ- 11-149-20 GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: _____
 Fund Code: 2112000
 MOP: _____
 Contact No: 559-3821
 Contact Person: Roberto N. Cahinde
mcahinde@up.edu.ph

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

- Note:**
- 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.
 - Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
 - 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.
 - Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
 - Quotations exceeding the Approved Budget for Contract shall be rejected.
 - Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
 - 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>
	Folder, white, long, 100pcs/pack		pack	5	800.00	4,000.00				
	folder, white, short, 100 pcs/pack		pack	5	600.00	3,000.00				
	Record Book, 300pp		pc	50	75.00	3,750.00				
	Ballpen, black, 0.5mm		pc	250	7.00	1,750.00				
	Ballpen, blue, 0.5mm		pc	250	7.00	1,750.00				
	Ballpen, green, 0.5mm		pc	50	7.00	350.00				
	Ballpen, red, 0.5mm		pc	50	7.00	350.00				
	Bond paper, white, legal, 70gsm, 5 reams/box		box	2	1,000.00	2,000.00				
	Bond paper, white, short, 70gsm, 5 reams/box		box	1	1,000.00	1,000.00				
	Colored paper, blue, legal size, 70gsm, 5 reams/box		box	1	1,000.00	1,000.00				
	Colored paper, green, legal size, 70gsm, 5 reams/box		box	1	1,000.00	1,000.00				
	Colored paper, pink, legal size, 70gsm, 5 reams/box		box	1	1,000.00	1,000.00				
	Colored paper, yellow, legal size, 70gsm, 5 reams/box		box	1	1,000.00	1,000.00				
	permanent marker, black		pc	60	55.00	3,300.00				
	permanent marker, blue		pc	60	55.00	3,300.00				
	permanent marker, red		pc	60	55.00	3,300.00				
	sign pen, black, 0.5mm, branded and brand new		pc	60	120.00	7,200.00				
	sign pen, blue, 0.5mm, branded and brand new		pc	60	120.00	7,200.00				
	whiteboard marker, black, branded and brand new		pc	150	60.00	9,000.00				
	whiteboard marker, blue, branded and brand new		pc	150	60.00	9,000.00				
	whiteboard marker, red, branded and brand new		pc	100	60.00	6,000.00				
TOTAL ABC						70,250.00				
							TOTAL QUOTED AMOUNT IN WORDS: Seventy Thousand two hundred fifty pesos.			

Reviewed and Checked By

Michael B. Biguete 11/10/2020

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.

Roberto N. Cahinde

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 _____ 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 53.10)	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 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:

Signature over
Printed Name of

Position:

Tel. No. :

Fax No. :

Email Address:

Date: