



# UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

## Request for Quotation/ Bid Form (Technical Specifications) OYCAA - National Institute of Molecular Biology and Biotechnology (BIOTECH)

PR# 97577

UPLB BAC SECRETARIAT

DATE: 11/25/20

DEADLINE OF  
SUBMISSION:

DEC 01 2020 -TIL 10AM

UPLB-RQ- 11-386-20-RES  
DEADLINE OF SUBMISSION

Suppliers Name:

Date

November 03, 2020

Fund Code:

N9-150-4A

MOP:

SHOPPING

Contact No:

(049) 536-2725 loc. 127

Contact Person:

Rainier John Flores /

rjanganflores@gmail.com

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<br><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<br><small>(Leave this space blank. For BAC/Evaluators only)</small> |
|----------|--------------------------|---------------------------------------------------------------------------------|-----------------|-----|------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------|--------------------------------------------------------------------------------|
| 1        | Aluminum Pouch           | 1 kilo, Moisture proof, Glossy, 100 pcs per pack                                | pck             | 30  | 450.00                                         | 13,500.00                                       |                                                                                                                                                                                       |                   |                    |                                                                                |
| 2        | Aluminum Pouch           | 250 grams, Moisture proof, Glossy, 100 pcs per pack                             | pck             | 10  | 250.00                                         | 2,500.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 3        | Bond Paper               | 80 g/m2 All purpose bond paper, Substance 24; Size A4; 5 ream per box           | box             | 10  | 1,200.00                                       | 12,000.00                                       |                                                                                                                                                                                       |                   |                    |                                                                                |
| 4        | Brown Envelope           | Type: Paper, Size: A4, per ream                                                 | ream            | 10  | 350.00                                         | 3,500.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 5        | Brown Envelope           | Type: Paper, Size: F4, per ream                                                 | ream            | 10  | 400.00                                         | 4,000.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 6        | Clear Folder             | Size: A4, Clear front and colored back                                          | pck             | 45  | 35.00                                          | 1,575.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 7        | Clear Book               | Size: A4, Color: Black                                                          | pcs             | 45  | 60.00                                          | 2,700.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 8        | Clipboard                | Size: A4, Durable, PVC material                                                 | pcs             | 5   | 70.00                                          | 350.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 9        | Correction Tape          | Size: 5mm x 10mm tape, box of 12 pcs                                            | box             | 3   | 600.00                                         | 1,800.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 10       | Expanding File Folder    | Size: Long, Water and dust proof, 13 to 20 pockets, PP material                 | pcs             | 10  | 150.00                                         | 1,500.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 11       | Folder                   | Type: Paper, Size: A4, Color: White                                             | pcs             | 200 | 6.00                                           | 1,200.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 12       | Gel Pen                  | Ink: Blue, 0.5 mm, Needle type w/ non-slip rubber grip, 12 pcs per box          | box             | 2   | 1,140.00                                       | 2,280.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 13       | Glue                     | Multi purpose, Non-toxic, 240ml.                                                | btl             | 5   | 380.00                                         | 1,900.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 14       | L-type Folder            | For Legal size documents, Plastic, clear,                                       | bndl            | 40  | 78.00                                          | 3,120.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 15       | Marker                   | Permanent, Ultrafine, Black, 12 pcs per box                                     | box             | 5   | 480.00                                         | 2,400.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 16       | Marker                   | Permanent, Broad, Black, 12 pcs per box                                         | box             | 5   | 480.00                                         | 2,400.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 17       | Marker                   | Permanent, Fine, Black, 12 pcs per box                                          | box             | 5   | 480.00                                         | 2,400.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 18       | Masking Tape             | Beige, Paper tape, rubber adhesive, 1 inch, 18mm x 72 yds                       | pcs             | 25  | 40.00                                          | 1,000.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 19       | Packaging Tape           | Color: White and Tan, 2 inches                                                  | pcs             | 10  | 75.00                                          | 750.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 20       | Record Book              | Junior size, 5.5"x8.5", blue, 300 pages                                         | pcs             | 15  | 200.00                                         | 3,000.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 21       | Record Book              | Regular size, 7"x11.25", blue, 300 pages                                        | pcs             | 25  | 150.00                                         | 3,750.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 22       | Ruler                    | Flexible, transparent, 12 inches                                                | pc              | 6   | 35.00                                          | 210.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 23       | Transparent tape         | 3/4", Clear adhesive scotch tape                                                | pcs             | 30  | 40.00                                          | 1,200.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 24       | Post-it Flag             | Yellow, "Sign Here" flag, 50 sheets                                             | pcs             | 10  | 120.00                                         | 1,200.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 25       | Special Paper            | Size: Long, Color: Green 80g/m2 All purpose paper, Substance 24, 5 ream per box | box             | 2   | 1,300.00                                       | 2,600.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 26       | Staple Wire              | No. 35, Set of 5000 pcs per box                                                 | box             | 10  | 60.00                                          | 600.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 27       | Stapler                  | Desk Stapler with round handle, built-in remover                                | pcs             | 5   | 450.00                                         | 2,250.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 28       | Sticker Paper            | Size: A4, 100 sheets per pack                                                   | pck             | 5   | 400.00                                         | 2,000.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 29       | Restickable notes        | Assorted color, reusable sticky notes, 400 sheets per pack                      | pck             | 20  | 120.00                                         | 2,400.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 30       | Universal Adapter        | Universal adapter with horizontal ground pins                                   | pc              | 10  | 100.00                                         | 1,000.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
|          |                          |                                                                                 |                 |     | 81,085.00                                      |                                                 |                                                                                                                                                                                       |                   |                    |                                                                                |
|          |                          |                                                                                 |                 |     | TOTAL QUOTED AMOUNT IN WORDS:                  |                                                 |                                                                                                                                                                                       |                   |                    |                                                                                |

Reviewed and Checked by:

FRANCISCO G. MANUEL JR. 18 Nov 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.

Jane A. Papa

IRENE A. PAPA  
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. UPLS reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. Any interestations, 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<br>(Section 52) | Negotiated<br>Procurement-<br>Small Value<br>Procurement<br>(Section 53.9) | Negotiated<br>Procurement-<br>Lease of Real<br>Property or Venue<br>(Section 53.10) | Negotiated Procurement- Scientific,<br>Scholarly or Artistic Work, Exclusive<br>Technology and Media Services<br>(Section 53.6) | Negotiated<br>Procurement-<br>Emergency<br>(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<br>50K                                                     | /                                                                                   | /                                                                                                                               | FOR ABC'S ABOVE<br>50K                                    |
| 6 Omnibus Sworn Statement                                                  |                          | FOR ABC'S ABOVE<br>50K                                                     |                                                                                     |                                                                                                                                 | FOR ABC'S ABOVE<br>50K                                    |
| 7 NFCC for Infrastructure with ABC above Ph500k                            |                          | /                                                                          |                                                                                     |                                                                                                                                 | FOR ABC'S ABOVE<br>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 Representative: \_\_\_\_\_

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

Tel. No. : \_\_\_\_\_

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

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

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