



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 000-884-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
UPLB Office of Student Housing

UPLB BAC SECRETARIAT  
BY: [Signature] DATE: 12-10-20  
DEC 16 2020 9:10  
UPLB-RQ- 12-276-20 CHWDS  
DEADLINE OF SUBMISSION

UPLB-RQ-  
DEADLINE OF SUBMISSION:

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

Date: December 07, 2020  
Fund Code: 8219700  
MOP: Shopping (Sec.52.1b)  
Contact No: \_\_\_\_\_  
Contact Person: JV Rienda

- Note: Please quote your lowest price on the item/s listed below, subject to the General Conditions below.
- 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>
1	BALLPEN	ballpoint, Black, Blue and Red, good quality	pc	300	12.00	3,600.00				
2	BATTERY	rechargeable, size AAA, alkaline, 4pcs./packet	pck	8	600.00	4,800.00				
3	BATTERY	rechargeable, size AA, alkaline, 4pcs./packet	pck	8	600.00	4,800.00				
4	BATTERY	size AA, alkaline, 4pcs./packet	pck	15	150.00	2,250.00				
5	BATTERY	size AAA, alkaline, 4pcs./packet	pck	15	150.00	2,250.00				
6	BINDER CLIP	1-1/4", black, 12pcs/box	box	8	50.00	400.00				
7	BINDER CLIP	3/4", black, 12pcs/box	box	8	25.00	200.00				
8	Certificate Holder	for certificates, diplomas, citations, 9" x 12"	pc	75	100.00	7,500.00				
9	CORRECTION TAPE	roller type, 5x7mm	pc	30	60.00	1,800.00				
10	CUTTER BLADE REFILL	10pcs/pack	pck	3	150.00	450.00				
11	Double-sided Tape	24mm (1") width with foam, green color	pc	9	100.00	900.00				
12	ENVELOPE	Documentary, Kraft paper, Brown, 200GSM, Long, 100pcs per box	box	4	900.00	3,600.00				
13	ENVELOPE	Documentary, Kraft paper, Brown, 200GSM, Short, 100pcs per box	box	1	850.00	850.00				
14	ERASER	for blackboard/whiteboard, felt min. 19mm (3/4") thickness of felt. 122mm min. length, 42mm min. width	pc	15	50.00	750.00				
15	GLUE	white 40grms	btl	30	60.00	1,800.00				
16	Highlighter	Color Matrix Swing Cool, Assorted Color 10 pcs in one pack	pck	15	300.00	4,500.00				
17	Laminating film	pre-cutthick A4, 100 pcs per pack, 250 microns	pck	3	2,500.00	7,500.00				
18	MARKER	for white board, black, refillable, good quality	pc	30	35.00	1,050.00				
19	MARKER	for white board, blue, refillable, good quality	pc	15	35.00	525.00				
20	MARKER	Permanent, Black, Blue, and Red, good quality	pc	75	50.00	3,750.00				
21	Masking Tape	24mm (1") width, usable length of 50m	pc	75	35.00	2,625.00				
22	PAPER FASTENER	non-rust metal, hold 25mm thick file with prongs 70mm apart, 50sets/box	box	30	80.00	2,400.00				
23	PAPER	multicopy, substance 20, for laserjet printer, high speed copiers, 210mmx297mm, A4, 80g/m2, good quality	rm	45	240.00	10,800.00				
24	PAPER	multicopy, substance 20, for laserjet printer, high speed copiers, 210mmx297mm, A4, 70g/m2, good quality	rm	30	240.00	7,200.00				
25	PAPER	multicopy, substance 20, for laserjet printer, high speed copiers, 8 1/2"x13", legal size, 80g/m2, good quality	rm	15	300.00	4,500.00				

26	PAPER	color blue, multicopy, substance 20, for laserjet printer, high speed copiers, legal size, 80g/m2, good quality	rm	1	300.00	300.00				
27	PAPER	color green, multicopy, substance 20, for laserjet printer, high speed copiers, legal size, 80g/m2, good quality	rm	1	300.00	300.00				
28	PAPER	color pink, multicopy, substance 20, for laserjet printer, high speed copiers, legal size, 80g/m2, good quality	rm	1	300.00	300.00				
29	PAPER	Multicopy substance 16, Legal, 8.5"x13", white, 300 sheet per ream, good quality	rm	20	250.00	5,000.00				
30	PAPER	post-it notes, tabs, flags, different colors, assorted and colorful, 400pcs/pack	pck	30	250.00	7,500.00				
31	PAPER	post-it notes, tabs, flags, with print PLS SIGN HERE, 100pcs/pack	pck	15	150.00	2,250.00				
32	PAPER CLIP	gem type, 33mm long vinyl coated 100s/box	box	8	15.00	120.00				
33	PAPER CLIP	gem type, 48mm long vinyl coated 100s/box	box	8	25.00	200.00				
34	PENCIL	lead with eraser medium size, yellow color, 12pcs/box	box	8	80.00	640.00				
35	Photo Paper	A4 size, glossy, 200 gsm 10 sheet/pack	pck	30	120.00	3,600.00				
36	RECORD BOOK	300 pages, 215mmx275mm, 55gsm., Smythe sewn, w/ "official book record" printing	pc	45	200.00	9,000.00				
37	RECORD BOOK	500 pages, 215mmx275mm, 55gsm., Smythe sewn, w/ "official book record" printing	pc	15	300.00	4,500.00				
38	Rubber band	1.0mm,(min) thickness, 350 grams (min) per box approximately 220 pieces	box	10	200.00	2,000.00				
39	RULER	12" plastic, transparent, good quality	pc	30	20.00	600.00				
40	SCISSOR	6" in heavy duty stainless steel, good quality	pc	30	120.00	3,600.00				
41	Signpen	.5mm, Black, Hi-Techpoint V10 Grip, 12pcs/bx, Japan Made	box	7	750.00	5,250.00				
42	Signpen	.5mm, Blue, Hi-Techpoint V10 Grip, 12pcs/bx, Japan Made	box	7	750.00	5,250.00				
43	Signpen	.5mm, Red, Hi-Techpoint V10 Grip, 12pcs/bx, Japan Made	box	7	750.00	5,250.00				
44	STAPLE WIRE	#35, standard 70mm x 100mm, 5000pcs, rust free	box	23	60.00	1,380.00				
45	Sticker Paper	Matte, A4 size 10 sheets per pck, white, green, blue, pink, red	pck	15	120.00	1,800.00				
46	THUMB TACKS	100pcs/box	box	15	50.00	750.00				
<b>TOTAL ABC</b>						<b>140,390.00</b>				

Reviewed and Checked By:

Andrew P. Licardo / 12.09.2020  
BAC TWG

TOTAL QUOTED AMOUNT IN WORDS:

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.

Raphael D. Talag  
BUYER/ END USER

- 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 \_\_\_\_\_ 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 intated 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)	/	/	/	/	/
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 500K			FOR ABC'S ABOVE 50K
7 NFCC for Infrastructure with ABC above P1500K		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K

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: \_\_\_\_\_