



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

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 CHWD
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, 8.5"x13", legal size, 80g/m2, good quality	rm	15	300.00	4,500.00				