



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

Request for Quotation/ Bid Form (Technical Specifications)
TYPE: END USER/DEPARTMENT UNIT

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 12-10-20
DEC 16 2020 9:10
UPLB-RQ- 12-182-20 CRWDS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: 9/5/2017
Fund Code: _____
MOP: _____
Contact No: 093-9571
Contact Person: ELEUTA SAGERRA

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 how the offered technical specifications of their offer against each of the individual parameters of each requirement</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
	bond paper	Paper All Purpose A4 210x297mm 500 sheets 80g/m2	rms	300	200.00	60,000.00				
	tape	TAPE, Masking, 48mm, 50 meters length	pc	60	85.00	5,100.00				
	tape	Packaging Tape 48mm(2) widthusable length of 50m thick	pc	60	85.00	5,100.00				
	tape	Duct Tape48mm(2) widthusable length of 50m thick	pc	30	110.00	3,300.00				
	marker	Marker,permanent,Broad Type,black,felt tip, bullet tip, refillable, medium point, non-toxic	pc	100	50.00	5,000.00				
	envelope	ENVELOPE expanding kraft board min. of 285 gsm, for legal size papers/documents100 pcs/box	box	10	800.00	8,000.00				
	pen	Gel penType, black, 0.5mm, needle point, 12pcs./box	box	29	1,200.00	34,800.00				
	correction tape	Correction tape 8m x 5mm	pc	113	50.00	5,650.00				
	ballpen marker	Ballpen marker ultra fine point, 12 pcs./box	box	59	1,068.00	63,012.00				
TOTAL ABC						189,962.00				
TOTAL QUOTED AMOUNT IN WORDS:										

Reviewed and Checked by: [Signature] 04 DEC 2020
FRANCISCO B. MANUEL, JR.
BAC TWG

[Signature]
BUYER END USER

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

- Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to assure that manufacturing defects shall be corrected by supplier, a warranty security shall be required from the contract awarded 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 offer 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 introductions, assurance or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

REQUIREMENTS	Shopping	Negotiated	Nonbid	Negotiated Procurement- Scientific	Negotiated
1 Mayor's/Business Form	/	/	/	/	/
2 PRC/PSI Registration Number	/	/	/	/	/
3 Professional/Contractor (V) (consulting services)	/	/	/	/	/
4 PCAB License (for introductions)	/	/	/	/	/
5 Income Tax Return (except for government agencies)		FOR ABC'S ABOVE		FOR ABC'S ABOVE	FOR ABC'S ABOVE
6 Certificate of Good Standing		FOR ABC'S ABOVE		FOR ABC'S ABOVE	FOR ABC'S ABOVE
7 NIRC for introductions with ABC above P500k		FOR ABC'S ABOVE		FOR ABC'S ABOVE	FOR ABC'S ABOVE

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: _____
Tel. No: _____
Signature over Printed Name of Representative: _____
Position: _____
Fax No: _____
Email Address: _____
Date: _____