



# UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, , IV-A

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

UPLB BAC SECRETARIAT  
 BY: [Signature] DATE: 12-11-20  
 DEC 16 2020 9:00  
 UPLB-RQ- 12-284-20 crdb  
 DEADLINE OF SUBMISSION

Request for Quotation  
 UPLB Office of the Vice Chancellor for Planning and Development

UPLB-RQ-29206

DEADLINE OF SUBMISSION:

Supplier Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: DEC. 10 2020  
 Fund Code: \_\_\_\_\_  
 MOP: Shopping  
 Contact No: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTE UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
		360 deg Spin Mop, mop head material: micro fiber fabric; Dehydrate basket materials: plastic	pc	2	700.00	1,400.00				
		Electric Shredder, Large Capacity, Automatic Feeder, High Power, 20-30 L, at least 10 sheets per shred, with capacity to shred thick papers and CDs, crisscross cut	pc	3	8,000.00	24,000.00				
		Firefly 31 LED Multi-function Desk & Spot Lamp: 24 bright LED; 7 pcs. bright LED torch lamp; AM/FM radio; LED indicator for charging and operation; Overcharge and over-discharge protection circuit Convenient carrying handle	pc	3	1,800.00	5,400.00				
		automatic sensor alcohol spray dispenser with stainless adjustable stand, (1000 ml capacity)	pc	1	5,000.00	5,000.00				
		cordless phone, 2 handsets per set; 2.4Ghz; Power Failure / Power Backup operation; Digital, with caller ID; Rechargeable Ni-MH battery; Caller ID with 50 name and number memory, 100 phonebook entries, LCD display	set	3	6,000.00	18,000.00				
		guntacker; T-21 Staple Gun Staple Fastener; with 1 box gun tacker wire	pc	3	600.00	1,800.00				
		laminating machine, A4 & A3 size, heavy duty; Operating temp: 80-180C, Max thickness: 1mm Ready Light, Power Light, Power Switch, hot and cold laminating, 4 silicon rollers	pc	1	7,000.00	7,000.00				
		multipurpose aluminum ladder, 12ft (3ft x 4folds); size (ft.) 12; weight (kg.) 12.3; DIMENSIONS (W X H X D CM) CLOSED 63 X 95 X 25 OPEN A POSITION 63 X 366 X 103	pc	2	5,000.00	10,000.00				
		ring binder plus consumables (ring). Spiral Binding Machine S12M A4 Size - Officcom Coil Binding Machine	pc	1	3,500.00	3,500.00				
TOTAL ABC						<b>76,100.00</b>				

Reviewed and Checked By

[Signature]  
**DANILO A. SANTIAGO**  
 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.



# UNIVERSITY OF THE PHILIPPINES

## LOS BANOS

Los Banos, , IV-A

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

BUYER/ END-USER

### TERMS AND CONDITION

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 **30** 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 (for Infrastructures)		/		/	
4 PCAB		/		/	
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 500K
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 Representative: \_\_\_\_\_

Position \_\_\_\_\_

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

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

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

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