



LOS BANCOS
Los Banos, IV-A
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
PLANT PATHOLOGY LABORATORY, INSTITUTE OF PLANT BREEDING

UPLB BAC SECRETARIAT
BY: 97 DATE: 1/4/21

JAN 11 2021 -TIL
10:41 AM

UPLB-RQ- 1-006-21-RES
DEADLINE OF SUBMISSION

UPLB-RQ-

**DEADLINE OF
SUBMISSION:**

Suppliers Name: _____

Date: November 10, 2020
Fund Code: N9 226 21
MOP: Shopping
Contact No: 576 - 8443 / lynlawas.tiongco@gmail.com
Contact Person: RIZALINA L. TIONGCO

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

Note:

1. 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.
2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
3. 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.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. 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		Bond Paper (80 g/m2 all-purpose bond paper; A4 Substance 24	ream	50	300.00	15,000.00				
2		Bond Paper (80 g/m2 all-purpose bond paper; Substance 24; Size: Letter; 500 sheets/rm; 216x279mm)	ream	5	350.00	1,750.00				
3		Bond Paper (High Speed Premium Bond Paper; 70; GSM; Substance 24; Size: Legal; 500 sheets/rm; 8.5x14 inches	ream	5	350.00	1,750.00				
4		Record Book (300 pages; Dimension are 7inches (W) x 11 inches (L); Harbound)	pc	15	200.00	3,000.00				
5		Record Book (500 pages; Dimension are 7inches (W) x 11 inches (L); Harbound)	pc	10	250.00	2,500.00				
6		Sign pen (Ultra Fine 0,4; Refillable; 12pcs/box; Black	box	1	1,800.00	1,800.00				
7		Permanent Marker (Broad, Permenant; Black, 12pcs/box; Color: Black)	box	2	1,500.00	3,000.00				
8		Permanent Marker (Ultra Fine Point, Permenant; Black, 12pcs/box; Color: Black)	box	2	840.00	1,680.00				
9		Laminating Film (Pre-cut laminating Film 216x306mm; 125 microns; A4 size; 50 sheets)	pck	5	500.00	2,500.00				

10		Sticky Notes Assorted Colors 4x3; 100 notes per pad	pck	20	100.00	2,000.00				
11		Classic Brown Envelope (SHORT 9 x 12) Weight: 418G/25pcs	pcs	100	10.00	1,000.00				
12		Classic Brown Envelope (LONG 10 x 15)	pck	100	10.00	1,000.00				
13		White Folder A4 (210 x 297mm)	pck	100	10.00	1,000.00				
14		Office Vinyl Coated Paper Clips; 50mm / 100 PCS	box	5	40.00	200.00				
15		Scissors (Stainless steel blade; Size:7")	pc	5	75.00	375.00				
16		L-Type Folder;Size: Long size (E- 355)	pck	15	12.00	180.00				
17		L-Type Folder;Size: A4 size (E-310)	pck	15	12.00	180.00				
18		Correction tape; 5m 8m big siza	pc	5	70.00	350.00				
19		Stapler with remover; Black; HD-50r	pc	4	250.00	1,000.00				
20		Stapler wire #35 Metal 5000/box	box	6	120.00	720.00				
21		3M General Purpose Masking Tape 203, Beige, 48 mm x 55 m, 4.7 mil, 24 per case	pck	30	35.00	1,050.00				
22		3M 600 Scotch 1/2"Transparent Tape	pck	10	35.00	350.00				
23		Tabletop Tape Dispenser HB900 Black	pck	6	150.00	900.00				
24		Calculator; Dimensions (H x W x L): 30.1 x 123 x 140 mm.	pc	3	500.00	1,500.00				
25		Battery, AA, 4 pcs/pack; 49.2-50.5 mm (1.94-1.99 in) in length	pc	2	150.00	300.00				
26		Extension cord; Cord length up to 25 feet; use 14 AWG wire.	pc	4	500.00	2,000.00				
27		File Holder Closed Horizontal Black Legal	pc	1	500.00	500.00				
28		Mobile Pedestal with 3 Drawers including 1 Central Lock; Material: Steel with Powder Coating Actual Dimensions: 40 (w) x 56.5 (d) x 65.5 (h) cm Color: Gray	pc	1	5,000.00	5,000.00				

29	Photo paper, Basis weight: 250 g/m2, Thickness 10.5 mil; Finish: Glossy Printable sides: One side	pck	5	120.00	600.00				
TOTAL ABC				53,185.00					
					TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By:

Francisco R. Magno
BAC TWG 29 OCT 2020

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.

Rizalina L. Tiongco
BUYER/ END-USER

TERMS AND CONDITIONS:

- 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 awardee for a minimum period of **three (3) months**, in the case of
- 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 conditions 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 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/ CV (consulting services)		/		/	
4 PCAB License (for Infrastructure)		/			
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: _____

Tel. No. : _____

Fax No. : _____

Signature over Printed
Name of Representative: _____

Email Address: _____

Position: _____

Date: _____