



**UNIVERSITY OF THE PHILIPPINES**  
**LOS BANOS**  
 Los Banos, IV-A  
 VAT Reg. TIN: 000-864-006-00084  
**Request for Quotation/ Bid Form (Technical Specifications)**  
**IFST-CAFS-UPLB**

**UPLB FAC SECRETARIAT**  
 BY: [Signature] DATE: 2/16/21  
**FEB 23 2021 -TIL 10PM-**  
**UPLB-RQ- 2-04C-21-RCS**  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-**

**DEADLINE OF SUBMISSION:**

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

Date: January 21, 2021  
 Fund Code: N829721 (DA-BAR)  
 MOP: SHOPPING  
 Contact No: 09184294317 / 09754718979  
 Contact Person: Marie Bless Galang /mbgalang1@up.edu.ph

**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 quotations 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 how the detailed technical specifications of their offer agreed with 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	A4 size, 80 gsm(subs.24),500 s/ream, all purpose (for laser/ink-jet printers/high-speed copiers/fax machines) with whiteness index of 167 CIE (indicated on packaging)	rm	20	275.00	5,500.00				
2	Bond paper	Legal size, 80 gsm(subs.24),500 s/ream, all purpose (for laser/ink-jet printers/high-speed copiers/fax machines) with whiteness index of 167 CIE (indicated on packaging)	rm	2	325.00	650.00				
3	Ballpen	black, 0.5 mm point, 12 pcs/box	box	1	432.00	432.00				
4	Ballpen	blue, 0.5 mm point, 12 pcs/box	box	1	432.00	432.00				
5	Ballpen	red, 0.5 mm point, 12 pcs/box	box	1	432.00	432.00				
6	Ballpen	1 box black, 1 box blue, fine point (0.3mm)12 pcs/box	box	2	472.50	945.00				
7	Expanding envelope	Long, any color, with garter	pc	30	20.33	610.00				
8	Folder	Thick materials, hard board	pc	25	6.80	170.00				
9	Folder	Short(8x11 inches), white, tag board	pc	25	8.00	200.00				
10	Record Book	7.5" x 12" , 500 pages	pc	3	336.67	1,010.00				
11	Masking tape	1inch x 50 meters	pc	10	54.00	540.00				
12	Transparent Tape	1 inch x 50 meters	pc	10	54.00	540.00				
13	Packaging tape	2 inches x 50 meters	pc	5	135.00	675.00				
14	Ruler	24 inches, Stainless material	pc	2	75.00	150.00				
15	Scissor	number 8, heavy duty	pc	2	100.00	200.00				
16	Binder clip	3/4 inches wide, 12 pcs per box	pc	5	38.00	190.00				
17	Binder clip	1 inch wide, 12 pcs per box	pc	5	49.00	245.00				
18	Binder clip	2 inches wide, 12 pcs per box	pc	5	81.00	405.00				
19	Clear Sheet Protector	size A4, 100 sheet/box	pc	1	475.00	475.00				
20	Marking pen	black, bold point, 12 pcs/box	box	1	650.00	650.00				
21	Marking pen	blue, bold point, 12 pcs/box	box	1	650.00	650.00				

22	Marking pen	red, bold point, 12 pcs/box	box	1	650.00	650.00				
23	Whiteboard marking pen	black, bold point, 12 pcs/box	box	1	975.00	975.00				
24	Whiteboard marking pen	blue, bold point, 12 pcs/box	box	1	975.00	975.00				
25	Clear Book	refillable, legal size, with 23 hole long, assorted color	pc	5	88.00	440.00				
26	Clear Book	legal size	pc	20	6.75	135.00				
27	Ring Binder	size A4, 1 1/2 inches D ring	pc	2	257.50	515.00				
28	Desk tray	3 Layers, for organizing documents, metal	pc	2	202.50	405.00				
29	Rubber bands	flat all purpose, big	box	1	70.00	70.00				
30	Notebook	Large, 100 leaves	pc	2	55.00	110.00				
31	Storage box	Large, 150 L capacity, heavy duty	pc	3	1,520.00	4,860.00				
32	Stapler	heavy duty, with staple remover	pc	1	475.00	475.00				
33	Staple wire	wire # 35, 5000pcs/box	box	2	100.00	200.00				
34	Correction tape	8mm x 5m	pc	2	67.50	135.00				
35	Brown envelope	Long, ordinary	pc	30	4.83	145.00				
36	Eraser for whiteboard	Large, whiteboard eraser	pc	1	70.00	70.00				
37	White board	wall mount, 36 x 60 inches	pc	1	2,700.00	2,700.00				
38	Puncher	Heavy duty, with ruler	pc	1	200.00	200.00				
39	Fastener	50 pcs. per box, assorted colors	box	2	75.00	150.00				
40	Paper clips	assorted colors, small	box	2	50.00	100.00				
41	Notepad/ Sticky notes	sign here post-it	pck	2	75.00	150.00				
42	Laminating Films	100 Sheets - A4 Bond Paper Size 216mm x 303mm, 125 microns	pck	1	1,150.00	1,150.00				
43	Glue	Large, multipurpose	bottle	1	300.00	300.00				
44	Label printer sticker paper	Synthetic Matte Inkjet Sticker (Water Resistant), 4"x5", 300pcs/roll (15 rolls), 3"x5" 200pcs/roll (15 rolls), Synthetic Matte-Water Resistant	rolls	30	1,250.00	37,500.00				
						<b>67,511.00</b>				
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By:

  
Mr. 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 below.

  
MARIE BLESS B. GALANG

BUYER/ END-USER

**TERMS AND CONDITIONS:**

- Price quotations 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 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 intefinations, erasure, or overwriting shall be valid only if they are signed or initialed 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 PivGEPs Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCAB license (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lesser)		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: \_\_\_\_\_