



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-854-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
Institute of Chemistry

UPLB BAC/SECRETARIAT
BY: [Signature] DATE: 3-1-21
MAR 05 2021 9: 10
UPLB-RQ- 3-009-21 RES
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date February 22, 2021

Fund Code: N829423

MOP: Shopping

Contact No: 09059307519

Contact Person: Cristina A. Nagales

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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Ballpen	black, 12 pcs/box	box	1	60.00	60.00				
2	Ballpen	blue, 12 pcs/box	box	1	60.00	60.00				
3	Ballpen	red, 12 pcs/box	box	1	60.00	60.00				
4	Binder clips	1", 12 pcs/box	box	3	70.00	210.00				
5	Board paper	A4, 180 gsm, white, 10 pcs/pack	pk	10	125.00	1,250.00				

6	Bond paper	A4, 5 reams/box, 80 gsm for laser printer	box	1	1,100.00	1,100.00				
7	Bond paper	legal, 5 reams/box, 80 gsm for laser printer	box	1	1,300.00	1,300.00				
8	Bond paper	letter, 5 reams/box, 80 gsm for laser printer	box	1	1,000.00	1,000.00				
9	Caliper	digital display, stainless, can measure outside and inside diameter (OD and ID), depth, and steps, face angle (14°), Metric Reading Scale: 0-150mm; Depth Bar: Blade; with Clamping Screw, with plastic case with foam	pc	1	750.00	750.00				
10	Clearbook	for A4 documents, 11 holes, thick plastic cover, black, at least 20 clear sheets	pc	5	175.00	875.00				
11	Clearbook	for legal size documents, 11 holes, thick plastic, cover, black, at least 20 clear sheets	pc	8	200.00	1,600.00				
12	Clearbook refill	A4, 11 holes, 10 sheets/pack, thick	pk	2	60.00	120.00				
13	Clearbook refill	A4, 11 holes, 10 sheets/pack, thick	pk	2	60.00	120.00				
14	Clip	25 mm, backfold, 25mm., 12 pcs. per box	Box	2	45.00	90.00				
15	Clip	50mm, backfold, 50mm 12 pcs per box	Box	2	60.00	120.00				
16	Clip	19mm, backfold, 19mm (3/4") 12 pcs per box	Box	2	30.00	60.00				
17	Clip	32mm, backfold, 32mm (1-1/4") 12 pcs/box	Box	2	50.00	100.00				
18	Corrugated carton	50x17x26 cm, brown	pc	15	80.00	1,200.00				
19	Envelope	expanding, Kraft board, min. of 285 gsm., for legal size papers/documents	pc	25	19.00	475.00				

20	Envelope	documentary, for A4 size paper/document, kraft, 229mmx324mm	pc	10	12.00	120.00				
21	Envelope	mailing, white, 102mm x 241 mm (4" x 9 1/2 mm)	pc	20	4.00	80.00				
22	Eraser	White, rubber	pc	2	50.00	100.00				
23	Folder	file, tagboard equivalent, 14 points, for letter size papers/documents, white	ream	1	500.00	500.00				
24	Folder	file, tagboard equivalent, 14 points, for letter size papers/documents, white	ream	1	560.00	560.00				
25	Folder	file, tagboard equivalent, 14 points, for legal size papers/documents, white	ream	1	600.00	600.00				
26	Glue	all purpose, with applicator, min.130 grams	pc	3	75.00	225.00				
27	Hand truck	700kg-capacity, 24x36 in platform	unit	1	22,000.00	22,000.00				
28	Hand truck	150kg-capacity	unit	1	3,012.00	3,012.00				
27	Index card	ruled both sides, 3"x 5",	box	1	55.00	55.00				
28	Index card	ruled both sides, 5" x 8",	box	1	110.00	110.00				
29	Kit tripod and ballhead	for up to 3kg	pc	1	4,000.00	4,000.00				
32	Laminating film	A4, 125 microns, 100 sheets	ream	2	700.00	1,400.00				
31	Laminating machine	hot and cold, A4, 220V	unit	1	4,000.00	4,000.00				
32	MARKER	assorted, Fluorescent, assorted colors, 3 colors/set	set	3	130.00	390.00				
35	Masking tape	1inch, cream, 50m, 76mm core diameter	pc	8	40.00	320.00				

34	Notebook	stenographer's, GSP bond, 40 leaves ruled, spiral, 55 gsm.	pc	5	57.00	285.00				
35	Packaging tape	clear, 2" x 100m	pc	4	60.00	360.00				
36	Paint Brush	white soft bristles, 3 inch wide bristle	pc	18	100.00	1,800.00				
37	Paint Brush	white soft bristles, 1.5 inch wide bristle	pc	20	60.00	1,200.00				
38	Paint sprayer	high power home electric paint sprayer	pc	2	3,000.00	6,000.00				
39	Paper	ruled pad, 216mm x 330mm, 100 sheets, white	Pad	5	38.00	190.00				
42	Paper clip	paper, Gem type, jumbo, vinyl/plastic coated, 48mm long, 100s/box	Box	2	36.00	72.00				
43	Paper clip	paper, Gem type, 33mm, vinyl coated, assorted colors, 100s/box	Box	3	20.00	60.00				
42	Paper cutter	heavy duty, wood base	pc	1	650.00	650.00				
43	Paper cutter trimmer board	wooden base, heavy duty, A3 size	pc	1	2,000.00	2,000.00				
44	Paper fastener	non-rust metal, holds 25mm thick file, with prongs 70mm apart, 50 sets/box	Box	1	60.00	60.00				
45	Paste	solid, with water well and applicator, 200 gsm	pc	1	150.00	150.00				
46	Pencil	lead, With eraser, medium size, No. 2	doz	1	80.00	80.00				
47	Permanent marker	black ink, fine tip, high quality	pc	8	50.00	400.00				
48	Permanent marker	black ink, broad, high quality	pc	8	60.00	480.00				
49	Permanent marker ink	black Ink Refill for Permanent Marker, with dropper, at least 30mL per bottle	pc	1	100.00	100.00				
50	Photopaper	180 gsm, A4, 10s	pk	9	250.00	2,500.00				

51	Photostudio light box	portable, 60x60 cm	pc	2	7,632.00	15,262.00				
52	Plastic rings	for binding, 100pcs/boc, A4, 50 sheets	box	1	416.00	416.00				
53	Plastic rings	for binding, 100pcs/boc, A4, 100 sheets	box	1	450.00	450.00				
54	Portable chemical spray bottle	1.5L (for field use)	pc	3	300.00	900.00				
55	Premium colored paper	letter, short, 250s, 280 gsm	ream	1	300.00	300.00				
56	Puncher	heavy duty, w/ two-hole guide approx., 6.5mm diameter in hole	pc	1	250.00	250.00				
57	PVC	waterproof white background board paper 50x100cm	pc	1	500.00	500.00				
58	Record book	300 pages, 215mm x 275mm, 55 gsm.,smythe sewn, w/ "Official Record Book"	pc	3	150.00	450.00				
59	Record book	500 pages, 215mm x 275mm, 55 gsm.,smythe sewn, w/ "Official Record Book"	pc	3	200.00	600.00				
60	Record notebook	21.5 cm x 14 cm, at least 150 leaves, hard bound	pc	7	150.00	1,050.00				
61	Restickable note pad	76mm x 76mm, yellow	pad	4	27.32	109.30				
62	Ring binder	for A4 documents, 2 rings, D-type ring binder,3-inch level arch, metal finger pull, blue	pc	3	120.00	360.00				
63	Ring binder Clear sheet Refill	for 2-ring binder, A4, 10 pcs/pack	pk	5	306.00	1,530.00				
64	Ring binding machine	A4, 21 holes/A4	pc	1	3,000.00	3,000.00				
65	Rubber band	#18,transparent, approx.445g./box	Box	2	170.00	340.00				

66	Ruler	stainless size 12 inches	pc	2	99.00	198.00				
67	Scissors	for office use, stainless, heavy duty, 8" long	pc	4	60.00	240.00				
68	Self-adhesive mailing labels	60x40 mm/2.36x1.57 in rectangular stickers, 1000 adhesive labels per roll	pc	15	80.00	1,200.00				
69	Sign pen	black, 12 pcs/box, good quality	box	1	199.00	199.00				
70	Sign pen	blue, 12 pcs/box, good quality	box	1	199.00	199.00				
71	Snap off blade utility knife (cutter)	Heavy duty, blade size 18"	pc	1	150.00	150.00				
72	Spare blade for cutter	18mm, 10pcs/pack	pack	2	400.00	800.00				
73	Stamp pad	felt pad, 70mm x 100mm	pc	1	80.00	80.00				
74	Stamp pad ink	violet Your office brand 50ml, w/ applicator;	Bottle	1	50.00	50.00				
75	Staple wire	to fit stapler #35 (26/6), 5000 staples per box, 100 staples per stick, good quality rust free	box	1	150.00	150.00				
76	Stapler	heavy duty, With Remover, for No. 35 (26/6) Staples, Black	pc	2	300.00	600.00				
77	Sticker paper	A4, 10s, matte, 10 pcs per pack	pk	5	50.00	250.00				
78	Sticker paper	A4, 10s, vinyl, glossy, 10 pcs per pack	pk	10	50.00	500.00				
79	Storage box	plastic, 70L	pc	4	700.00	2,800.00				
80	Tape dispenser	heavy duty for 25.4 mm width tape, Good quality material (plastic Body and Core Wheel, metal Cutter), 76mm core wheel diameter, black	pc	2	90.00	180.00				
81	Tape dispenser	heavy duty for 1" width packaging tape, Good quality material (plastic Body and Core Wheel, metal Cutter), 76mm core wheel diameter, black	pc	2	125.00	250.00				

82	Transparent tape	25.4mm (1"), Transparent, 50m, 76mm core diameter	roll	4	25.00	100.00			
83	White board	wall-mounted 3ft x 5ft. good quality with Aluminum Frame	pc	1		2,500.00			
84	White board marker	black ink, good quality	pc	9	45.00	405.00			
TOTAL ABC						100,777.30	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:


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.


CRISTINA A. NAGES
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 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 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: _____