



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

UPLB BAC SECRETARIAT  
 BY: *[Signature]* DATE: 3-2-21  
 MAR 08 2021 9:10  
 UPLB-RQ- 3-076-21 RES  
 DEADLINE OF SUBMISSION

Request for Quotation/ Bid Form (Technical Specifications)  
**INSTITUTE OF PLANT BREEDING**

UPLB-RQ-

DEADLINE OF SUBMISSION:

SUPPLIER'S NAME

Date Prepared: 02/19/21 (Fri)  
 8:32 AM  
 RFQ No.:  
 Fund Code: Trust Fund (184)  
 N9-214-21  
 Mode of Procurement: Shopping (Sec. 52.1b)  
 Evaluation and award: PER LOT BASIS ONLY  
 Contact Person/ End-user: MARIA B. ADISAZ  
 Contact No./ Email Add.: maria\_adisaz@yahoo.com

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions on the last page, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than ( ) in the return Envelope attached herewith.

- Note:
- All entries must be written in print and properly accomplished. Do not leave blank entries. Put N/A for not applicable.
  - 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 sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples.
  - Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase Order (PO).
  - In order to assure that manufacturing defects shall be corrected by the 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 period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.
  - Delivery period within \_\_\_\_\_ calendar days
  - Documentary requirements per Memorandum No. 03, Series of 2017 shall be attached upon submission of the quotation (for new suppliers).
  - Others.

RFQ for PR No. \_\_\_\_\_

LOT #	ITE M #	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	Qty.	Unit of Issue	Estimated Unit Cost	Estimated Total Cost	OFFERED SPECIFICATIONS Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements.	UNIT PRICE	TOTAL COST	EVALUATION (Leave this space blank For BAC/ Evaluators only)
		Office supplies and devices						<Type here brand and model no >			
	1	Ballpoint pen	Good quality, 12 pcs/bx	5	boxes	245.00	1,225.00				
	2	Paper	Bond paper, A4 70g/m2 (210x297mm), 500 sheets/reams	30	reams	175.00	5,250.00				
	3	Folder	L-Type Folder, A4 white/clear	100	pcs	7.50	750.00				
	4	Record book	Record book, 500 pages, No.85	10	pcs	395.00	3,950.00				
	5	Record book	Record book, 200 pages, No. 45	10	pcs	450.00	4,500.00				
	6	Envelope	Expanding envelope, long, paper	100	pcs	15.00	1,500.00				
	7	Paper	Bond paper, A4 80g/m2 (210x297mm), 500 sheets/reams	30	reams	185.00	5,550.00				
	8	Restickable notes	100 sheets/pad, 76x51mm	9	pads	45.00	405.00				
	9	Sign pen	fine point, 12 pcs/bx	5	boxes	650.00	3,250.00				
	10	Masking tape	1", 300 meters/pcs	50	pcs	40.00	2,000.00				
	11	Pencil	lead #1, 12 pcs/bx	5	boxes	220.00	1,100.00				
	12	Marker	Refillable ink, fine point, good quality, 12pcs/box	5	boxes	480.00	2,400.00				
	13	Scissors	big, stainless steel	10	pcs	250.00	2,500.00				
	14	Stapler	small, HD50/50R No. 35	10	pcs	125.00	1,250.00				
	15	File folder rack	metal, 1 layer size 6x18	10	pcs	550.00	5,500.00				

16	Ruled pad	Yellow pad, 100 sheets/pad	22	pad	130.00	2,860.00			
17	Restickable Arrow flags	100 sheets/pad, 3"x3"	20	pad	45.00	900.00			
18	Brown envelope	long (F4) paper	50	pcs	35.00	1,750.00			
19	Folder	plastic, long	20	pcs	75.00	1,500.00			
20	Stapler	big, S20-30B, heavy duty	2	pcs	1,250.00	2,500.00			
21	Digital caliper	metal, 150 mm (6 inches) (245 111)	2	pcs	2,250.00	4,500.00			
22	Gun tucker	JT21/27	1	pcs	2,500.00	2,500.00			

TOTAL ABC: P57,640.00

TOTAL AMOUNT: P

IN WORDS:

Reviewed and Checked By:

*Lea C. Gonzales*  
Lea C. Gonzales  
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 or on or before the deadline stated herein.

*Lavernee S. Gueco*  
LAVERNEE S. GUECO  
Buyer

**TERMS AND CONDITIONS:**

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of atleast thirty (30) calendar days from the date of submission.
- Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties, and /or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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 and accept an offer as may be considered most advantageous to the University.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

After having carefully read and accepted your Terms and Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name of Representative: \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
 Position: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Date: \_\_\_\_\_

Requirements for Suppliers (Memorandum No. 03, S

	Shopping	SVP	Scientific	Lease	Emergency
1 Mayor's/ Business Permit:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 PhilGEPS Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Professional license/ CV (consulting services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 PCAB License (for Infrastructure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Income / Business tax returns (except for government agencies as lessors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Omnibus Sworn Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 NFCC for Infrastructure with ABC above PhP500k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>