



# UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

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

## Request for Quotation/ Bid Form (Technical Specifications) INSTITUTE OF AGROFORESTRY

UPLB BAC SECRETARIAT
BY: <u>[Signature]</u> DATE: <u>4/29/21</u>
MAY 05 2021 <u>TIL 10AM</u>
UPLB-RQ- <u>4-123-21-RES</u>
DEADLINE OF SUBMISSION

**UPLB-RQ-**

**DEADLINE OF  
SUBMISSION:**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date April 07, 2021

Fund Code: N91932A

MOP: SHOPPING

Contact No: (049) 536-3809

Contact Person Mari-Izza Urrera

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: **SUPPLIERS' STORE/ESTABLISHMENT SHOULD BE LOCATED IN LOS BAÑOS, LAGUNA OR WITHIN THE VICINITIES.**


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	Multi-purpose Paper	A4 size, 80 gsm	rm	100	262.06	26,206.00				
2	L-Type Folder	A4 size, 50 pcs per pack	pck	30	275.00	8,250.00				

3	Sign Pen	black/blue, 0.3-0.7 point; waterproof and fade resistant; utilizes a pigment ink which effectively resists exposure to water and sunlight; durable tip	pc	30	80.00	2,400.00				
4	Sign Pen	0.3 mm extra fine tip, black	pc	30	80.00	2,400.00				
5	Binder Clips	3/4 inch	boxes	40	14.00	560.00				
6	Binder Clips	1 inch	boxes	40	25.00	1,000.00				
7	Binder Clips	2 inches	boxes	40	78.00	3,120.00				
8	Folder	A4 size, 100 pieces per pack	pck	5	550.00	2,750.00				
9	Marker	permanent, black, broad	pc	65	42.00	2,730.00				
10	Marker	whiteboard, black, fine point	pc	30	60.00	1,800.00				
11	Manila Paper	yellow, 36x48 inches	pc	400	5.00	2,000.00				
12	Paper Clip (big)	vinyl-coated	box	25	30.00	750.00				
13	Paper Clip (small)	vinyl-coated	box	25	15.00	375.00				
14	Paper Tray	table-top, heavy duty, metal	pc	10	600.00	6,000.00				
15	Restickable Paper	assorted color; 47.6mm x47.6mm; 90 notes per pad	pad	40	67.00	2,680.00				
16	Correction Tape	5mm x 10mm; heat resistance; superior adhesion; smooth texture; simple to use; long lasting	pc	39	35.00	1,365.00				



17	Tape	3/4 in x 1296 in; matte finish; invisible tape; photo safe; for permamnent paper mending; cuts easily and very reliable	pc	20	225.00	4,500.00				
18	Glue	40g PVAC based adhesive; milky white liquid; mild acetic aroma	pc	29	30.00	870.00				
TOTAL ABC						69,756.00				
							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.

  
MARI-IZZA URRERA  
BUYER/ END-USER

**TERMS AND CONDITIONS:**

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 **5 calendar days**.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditon 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.
7. OTHER CONDITIONS: **SUPPLIER'S STORE MUST LOCATED IN LOS BAÑOS, LAGUNA OR WITHIN THE VICINITIES.**

**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: \_\_\_\_\_

Signature over Printed  
Name of Representative: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

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

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