



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 CROP SCIENCE

UPLB BAC SECRETARIAT  
BY: [Signature] DATE: 7-2-21  
JUL 07 2021 Perm  
UPLB-RQ- 7-204-21-R25  
DEADLINE OF SUBMISSION  
UPLB-RQ

DEADLINE OF SUBMISSION:  
Make sure that your computer clock is correct

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

Date: June 15, 2021  
Fund Code: N831421  
MOP: Shopping  
Contact No: 9453508545  
Contact Person: Ezra Mae C. Cabarles

Please quote your lowest price on the items listed below, subject to the General Conditions below.

Note:

- Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
- 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.
- Quotation through facsimile is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
- Quotations exceeding the Approved Budget for Contract shall be rejected.
- Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
- Others: \_\_\_\_\_

OFFICE SUPPLIES AND DEVICES

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	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION
										(Leave this space blank for BAC/Evaluators only)
1	Extension cord	Extension cord with Magnet & Switch 5 Gang 2500W, 15A, 12V	pc	4	500	2,000.00				
2	ball pen	Ball Pen 0.5mm Needle Point Black	pc	100	10	1,000.00				
3	correction tape	Correction Tape, 5mm x 6m	pc	20	100	2,000.00				
4	marker	Marking Pen Permanent - Bullet tip, Non-Toxic, Broad Point, Color: Black, Refillable	pc	60	65	3,900.00				
5	marker	Marking Pen Permanent - Bullet tip, Non-Toxic, Fine Point, Color: Black, Refillable	pc	60	65	3,900.00				
6	tape	Masking tape 1/2" (12mm) x 25 yards	pc	75	25	1,875.00				
7	tape	Masking tape 1" (24mm) x 25 yards	pc	75	40	3,000.00				
8	tape	Masking tape 2" (48mm) x 25 yards	pc	20	80	1,600.00				
9	rubber band	Rubber Band, All Purpose, Transparent Multi Color, Size: 38mm x 1.2mm x 1.2mm, Approximately 86 pcs/box or 50 grams/box 50grams/box (approximate)	bx	30	25	750.00				
10	battery	Battery AA, Alkaline battery, 4 pieces/pack	pck	20	180	3,600.00				
11	battery	Battery AAA, Alkaline, 4 pieces in a pack	pck	3	250	750.00				

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12	bond paper	Bond Paper A4, 80GSM	rm	100	250	25,000.00				
13	stapler	Branded and Brand New Heavy Duty Desk Stapler, all metal construction and loads up to 210 standard staples and securely fastens up to 20 sheets of paper.	pc	4	1000	4,000.00				
14	stapler	Heavy Duty Stapler, 160 Sheet Capacity, with paper adjustment guide, a front-end jam-clearing mechanism and 2-3/4-inch throat depth. Durable all-metal working components with a soft-touch handle for stapling comfort., Front-end jam clearing mechanism., Extends your limits with greater capacity., Powerfully staples up to 160 sheets.	pc	1	2000	2,000.00				
15	tape dispenser	Heavy Duty Tape Dispenser for 1/2 and 1 inch core tapes	pc	3	333.33333	1,000.00				
16	stopwatch	Stopwatch, Material Plastic Powered by Button Battery, Show hour/minute/AM/PM, Indicate month, day of the week and 7 Digits Display	pc	4	1500	6,000.00				
17	page marker	Page Markers, 1/2 in x 2 in, 100 Sheets/Pad, 5 pads/pack, Assorted Fluorescent Colors	pck	5	250	1,250.00				
18	stickynote	RESTICKABLE NOTE Pad, 3 Assorted ultra colors, 1.5in x 3in 100 Sheets/Pad, 5 Pads/Pack Super Sticky Full Adhesive Notes lay flat longer	pck	5	280	1,400.00				
19	stickynote	Sticky Note Pad, 3x3 inches, 100 sheets, Super Sticky Full Adhesive Notes lay flat longer, Cape Town Collection (5 neon colors)	pck	5	340	1,700.00				
20	sticker paper	Sticker Paper, A4 size, Matte	pc	30	5	150.00				
21	scissors	Scissors	pc	10	100	1,000.00				

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22	engraver	Branded and brand new Electric engraver, with a soft-grip body and variable stroke control so you can etch both fine lines and deep grooves. Also included is a replaceable carbide engraving point. Letter and Number template included. Stroke adjustment dial. -Engraver Tool -Letter/Number Template -9924 Carbide Point	pc	2	2000	4,000.00				
23	ring binder	Plastic comb binder ring, black and uncut, 12mm/2", 1.2 m long, bundle of 10	bdl	1	150	150.00				
24	ring binder	Plastic comb binder ring, black and uncut, 20mm/2", 1.2 m long, bundle of 10	bdl	1	220	220.00				
25	ring binder	Plastic comb binder ring, black and uncut, 25mm/1", 1.2 m long, bundle of 10	bdl	1	300	300.00				
26	laminating film	Laminating Film (Long), 125 microns	bx	10	800	8,000.00				
27	paper bag	Paper Bag #2 (2 ply), 500 per bundle	pc	2000	2	4,000.00				
28	paper bag	Paper Bag #4 (2 ply), 100 per bundle	pc	2000	2.25	4,500.00				
29	paper bag	Paper Bag #5 (2 ply), 100 per bundle	pc	2000	4	8,000.00				
30	paper bag	Paper Bag #8 (2 ply), 100 per bundle	pc	2500	3	7,500.00				
31	paper bag	Paper Bag #16 (2 ply), 100 per bundle	pc	2500	4.2	10,500.00				
32	paper bag	Paper Bag #25 (2 ply), 100 per bundle	pc	2500	4.8	12,000.00				
33	pencil	Pencil No. 2, 12 pcs / box	bx	4	90	360.00				
TOTAL ABC						127,405.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

*Lea C. Gonzales*  
**Lea C. Gonzales**  
 BAC TWG

*Ezra Mae C. Caballes*  
**Ezra Mae C. Caballes**  
 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, 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.
2. Delivery period within 14 calendar days.
3. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein
4. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
5. 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.
6. 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.

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

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

Signature over Printed \_\_\_\_\_

Name of Representative: \_\_\_\_\_

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