



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

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 9/24/21
OCT 05 2021 -TUL 10A
UPLB-RQ- 9-157-21-GOODS
DEADLINE OF SUBMISSION

Request for Quotation/ Bid Form (Technical Specifications)
BIOTECH-OVCAA-UPLB

UPLB-RQ-

DEADLINE OF SUBMISSION: |

Suppliers Name: _____

Date: _____
Fund Code: 4700004
MOP: _____
Contact No: 5362721
Contact Person: Narciso L. Panting

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
 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
 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)
		Bond Paper, Premium Quality, A4 Size 210x297(LxW), 80GSM, 500 Sheets	rm	50	350.00	17,500.00				
		Bond Paper, Premium Quality, F4 long, 80GSM, 500 Sheets	rm	30	360.00	10,800.00				
		Bond paper, A4, 80 GSM, 500 sheet/rm, pink	rm	10	360.00	3,600.00				
		Bond paper, A4, 80 GSM, 500 sheet/rm, green	rm	10	360.00	3,600.00				
		Brown paper, counter roll, kraft, 63gsm, 20 meters/roll	roll	2	160.00	320.00				
		Clearbook, A4 size, red, 30 plastic thick sheets, good quality	pck	20	310.00	6,200.00				
		Envelop, color brown, made of quality paper, for legal size documents	pck	30	4.00	120.00				
		Notepad, 3x3, light Blue, 100 sheets per pad,	pad	10	37.00	370.00				
		Notepad, 3x3, Light Pink, 100 sheets per pad, High-Quality	pad	10	37.00	370.00				
		Notepad, 3x3, Mint Green, 100 sheets per pad, High-Quality,	pad	10	37.00	370.00				
		Record notebooks, large (at least 320 mm x 190 mm), 300 pages with page numbers	pck	20	300.00	6,000.00				
		Sign Pen, 05. Tip, Body Color : Black, Body Material : Plastic, Capped-Snap On	pcs	50	95.00	4,750.00				
		Sign Pen, 05. Tip, Body Color : Blue, Body Material : Plastic, Capped-Snap On	pcs	50	95.00	4,750.00				
		Staple Wire, Standard Size, No. 35 (26/6) staples,	box	6	69.00	414.00				
		Stapler, Japan Technology, with Built-In Staple Remover, 3 Types of Stapling Design	pc	1	414.00	414.00				
		Sticker Paper, Matte, A4 size, Inkjet friendly, 100 sheets/ream,	rm	10	385.00	3,850.00				
		Tape, Transparent,width : 24mm (+-1mm), Usable Length : 50 meters	pc	10	90.00	900.00				
					Total abc	64,328.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

ANDREW P. LICARDO / 05.07.2021
BAG TWG


Narciso L. Panting
Buyer

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.

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
3. Delivery period within _____ calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition 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.

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 Venus (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

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: _____