



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 000-864-000-0004

Request for Quotation/ Bid Form (Technical Specifications)  
NATIONAL INSTITUTE OF MOLECULAR BIOLOGY AND BIOTECHNOLOGY (BIOTECH)

UPLB BAC SECRETARIAT  
BY: *[Signature]* DATE: 10/7/21  
OCT 12 2021 - TLU  
10:44  
UPLB-RQ-  
DEADLINE OF SUBMISSION: 10-171-21-6000X  
DEADLINE OF SUBMISSION

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

Date: May 16, 2021  
Fund Code: 9151014  
MOP: Public Bidding  
Contact No: (049) 537-2721 / 09492001853  
Christine M. Mamiit  
cmamiit@up.edu.ph  
Contact Person: \_\_\_\_\_

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

- Note:
- 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.
  - 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 fax/email is acceptable. Winning bidder shall submit original signed RO 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: \_\_\_\_\_

| 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<br><small>Suppliers must state here the offered technical specifications of their offer against each of the individual parameters of each requirements.</small> | QUOTED UNIT PRICE | TOTAL QUOTED PRICE | EVALUATION<br><small>(Leave this space blank. For BAC/Evaluators only)</small> |
|----------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------|--------------------------------------------------------------------------------|
| 1        | Office Supplies          | Tape, masking, 1", 50m (PNCM)                                                                                                     | pcs             | 20  | 50.00                                          | 1,000.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 2        |                          | Scotch tape, 1", 50 m (PNCM)                                                                                                      | pcs             | 20  | 25.00                                          | 500.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 3        |                          | Photo Paper, High Gloss, A4 Size, 10sheets/pack (PNCM)                                                                            | pack            | 6   | 600.00                                         | 3,600.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 4        |                          | Bond paper, Letter, high quality, substance 24, 80 gsm, ultra white, 500 sheets per ream (PNCM)                                   | ream            | 30  | 146.67                                         | 4,400.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 5        |                          | Pen, ball point, 0.5mm point, super fine, high quality, 50 pieces per box, black (PNCM)                                           | box             | 2   | 65.00                                          | 130.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 6        |                          | Pen, highlighter, assorted pastel colors, water-based and odorless, 2 line widths for underlining (2mm+5mm), 6 pieces/pack (PNCM) | pack            | 2   | 145.00                                         | 290.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 7        |                          | Pen, marking, permanent, twin tip, fine and extra-fine tips, high quality, no xylene, black (PNCM)                                | box             | 5   | 780.00                                         | 3,900.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 8        |                          | Scissors, 4 inches length, high quality stainless steel, with solid handle (PNCM)                                                 | pcs             | 6   | 25.00                                          | 150.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 9        |                          | Scissors, 8 inches length, high quality stainless steel, with non-slip rubber grip (PNCM)                                         | pcs             | 6   | 100.00                                         | 600.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 10       |                          | clear book folder for documents, A4 size, color: blue (PNCM)                                                                      | pcs             | 15  | 54.00                                          | 810.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 11       |                          | clear book refill for documents, A4 size, color: clear 10 pcs/pack (PNCM)                                                         | pack            | 10  | 32.00                                          | 320.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 12       |                          | Clearsheet protector refill for documents, plastic, A4 size, 11-hole, 10pcs/pack (PNCM)                                           | pack            | 40  | 270.00                                         | 10,800.00                                       |                                                                                                                                                                                       |                   |                    |                                                                                |
| 13       |                          | Document binder, hard-bound, A4, 3-ring, 3-inch thickness, black (PNCM)                                                           | pcs             | 5   | 245.00                                         | 1,225.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 14       |                          | Document binder, hard-bound, A4, 3-ring, 2-inch thickness, black (PNCM)                                                           | pcs             | 3   | 165.00                                         | 495.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 15       |                          | Record book, hard-bound, blue, 7.5"x12", 500 leaves (PNCM)                                                                        | pcs             | 10  | 115.00                                         | 1,150.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 16       |                          | Record book, hard-bound, blue, 21.6 cm x 14cm, 500 leaves (PNCM)                                                                  | pcs             | 20  | 90.00                                          | 1,800.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 17       |                          | Specialty Paper, board, A4, 220gsm, white, 10 sheets/pack (PNCM)                                                                  | pack            | 5   | 50.00                                          | 250.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
| 18       |                          | Tissue paper, 3ply, virgin pulp, 12 roll/pack (PNCM)                                                                              | pack            | 50  | 160.00                                         | 8,000.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 19       |                          | Bond paper, Legal, high quality, 80 gsm, green color, 500 sheets per ream (PNCM)                                                  | ream            | 5   | 265.00                                         | 1,325.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 20       |                          | A4 Sticker paper, Matte, inkjet friendly (10 sheets/pack) (PNCM)                                                                  | pack            | 32  | 50.00                                          | 1,600.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 21       |                          | A4 Book paper, high quality, 80 GSM, substance 24, ultra white, 500 sheets/ream (PNCM)                                            | ream            | 35  | 240.00                                         | 8,400.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 22       |                          | Paper towel, 2ply, 100 pulls/pack, virgin pulp (PNCM)                                                                             | pack            | 20  | 55.00                                          | 1,100.00                                        |                                                                                                                                                                                       |                   |                    |                                                                                |
| 23       |                          | Sign pen, 0.5 tip, blue (PNCM)                                                                                                    | pcs             | 20  | 30.00                                          | 600.00                                          |                                                                                                                                                                                       |                   |                    |                                                                                |
|          |                          | *Nothing Follows*                                                                                                                 |                 |     |                                                |                                                 |                                                                                                                                                                                       |                   |                    |                                                                                |
|          |                          |                                                                                                                                   |                 |     |                                                | <b>TOTAL ABC</b>                                | <b>52,445.00</b>                                                                                                                                                                      |                   |                    |                                                                                |
|          |                          |                                                                                                                                   |                 |     |                                                |                                                 | <b>TOTAL QUOTED AMOUNT IN WORDS:</b>                                                                                                                                                  |                   |                    |                                                                                |

Reviewed and Checked By: *[Signature]*  
**ANDREW P. LICARDO / 05.18.2021**  
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.

*[Signature]*  
**Dr. Rosario G. Monsalud**  
BUYER / END-USER

TERMS AND CONDITIONS:

- Price quotations shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to ensure 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 conditions stated herein.
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- Any intensions, emasure, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

| REQUIREMENTS                                                               | Shipping (Section 52) | Negotiated Procurement- Small Value Procurement (Section 53.9) | Negotiated Procurement- Lease of Real Property or Value (Section 53.10) | Negotiated Procurement- Scientific, Specialty or Artistic Work, Exclusive Technology and Media Services (Section 53.6) | Negotiated Procurement- Emergency (Section 53.2) |
|----------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1 Mayor's/Business Permit                                                  | /                     | /                                                              | /                                                                       | /                                                                                                                      | /                                                |
| 2 DTI/PSDS Registration Number                                             | /                     | /                                                              | /                                                                       | /                                                                                                                      | /                                                |
| 3 Professional license/CY (consulting services)                            | /                     | /                                                              | /                                                                       | /                                                                                                                      | /                                                |
| 4 PCAB License (for Infrastructure)                                        | /                     | /                                                              | /                                                                       | /                                                                                                                      | /                                                |
| 5 Income / Business tax returns (except for government agencies as lessor) | /                     | /                                                              | /                                                                       | /                                                                                                                      | /                                                |
| 6 Ombudsman Sworn Statement                                                | /                     | /                                                              | /                                                                       | /                                                                                                                      | /                                                |
| 7 NFCC for Infrastructure with ABC above Ph500k                            | /                     | /                                                              | /                                                                       | /                                                                                                                      | /                                                |

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: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Signature over Printed Name of Representative: \_\_\_\_\_  
Position: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_