



Request for Quotation/ Bid Form (Technical Specifications)  
Department of Community and Environmental Resource Planning -College of Human Ecology

UPLB BAC SECRETARIAT  
BY: JL DATE: 10/17/21

OCT 12 2021 -TIL 10AM

UPLB-RQ-10-179-21-GOODS  
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

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

Date: May 31, 2021  
Fund Code: 9150195  
MOP: Competitive Bidding  
Contact No: (049) 536-3645  
Contact Person: Vera Teresa S. Angeles

Please quote your lowest price on the item/s 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 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:

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 <small>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Battery Charger	Recharge MAXI for AA and AAA CHVCM4 with free 4 pcs Rechargeable AA	pack	1	1,700.00	1,700.00				
2	Battery	rechargeable NH12URP2 AAA 2'S/pack	pack	2	600.00	1,200.00				
3	Binder clip	back fold, all metal, clamping 19mm, 12pcs/ box	box	5	40.00	200.00				
4	Binder clip	, back fold, all metal, clamping 25mm, 12pcs/ box	box	5	60.00	300.00				
5	Binder clip	, back fold, all metal, clamping 32mm, 12pcs/ box	box	5	80.00	400.00				
6	Binding Machine	Binding Machine - Heavy Duty, High Quality, For Legal Size Paper, A4, A5 and Short Bond Paper, Adjustable Margin Glide	unit	1	12,000.00	12,000.00				
7	Brown envelope,	Document Envelope, legal size (10" x 15"), brown	piece	25	25.00	625.00				
8	Brown envelope,	Document Envelope, short size (9" x 12"),brown	piece	25	20.00	500.00				
9	Bubble Wrap	40 in x 100 m Heavy Duty	roll	1	2,000.00	2,000.00				
10	Clearbook	refillable, A4 size 20pcs	piece	30	80.00	2,400.00				
11	Colored paper	A4 size, pink 500 sheets/ream	ream	1	350.00	350.00				
12	Colored paper	A4 size, yellow 500 sheets/ream	ream	1	350.00	350.00				
13	Colored paper	Legal size, green 500 sheets/ream	ream	1	350.00	350.00				
14	Copy paper,	A4 size, 80 gsm	ream	30	285.00	8,550.00				
15	Corkboard	Corkboard with aluminum frame 4x5	piece	5	2,000.00	10,000.00				
16	Envelope	mailing, white legal size with logo(Dept. logo) 500 pieces per box, 80 gsm	box	10	500.00	5,000.00				
17	Folder	File holder/divider, horizontal black, legal size	piece	20	200.00	4,000.00				
18	Folder	Folder, white, legal size, 14pts thickness	piece	50	20.00	1,000.00				
19	Glass board	Supply, Delivery and Installation of 3x6 glass white board, 6mm thick ordinary glass with white powder coated aluminum frame	unit	4	13,000.00	52,000.00				
20	Laminating Machine	A4 Laminator, 220V, 300W, suitable for 80-125 micron size sheet.	unit	1	1,600.00	1,600.00				
21	Marker	Page marker, restickable with label	pack	10	280.00	2,800.00				
22	Paper cutter	Paper Cutter A3/A4/A5/B4/B5 Wood Base High Quality Cutter	unit	1	1,000.00	1,000.00				
23	Clip	Paper clip, vinyl coated, assorted color, 25mm approx. 100pcs/ box	box	10	40.00	400.00				
24	Clip	Paper clip, vinyl coated, assorted color, 33mm approx. 100pcs/ box	box	10	50.00	500.00				

25	Clip	Paper clip, vinyl coated, assorted color, big 50mm approx. 100pcs/box	box	10	60.00	600.00			
26	Frame	Photo Frame 8.5 x 12, front: glass, back: plywood, display: hang orientation: landscape, portrait	piece	30	500.00	15,000.00			
27	Tape	Tape, Masking tape, cream 18mmx20y	piece	5	30.00	150.00			
28	Tape	Tape, packaging tape, tan, 48mmx80m	piece	5	60.00	300.00			
29	Tape	Tape, scotch tape, 3M utility clear, 18mmx30m	piece	5	40.00	200.00			
30	Utility box	Utility storage box, 120L	piece	2	950.00	1,900.00			
31	Whiteboard	Whiteboard Magnetic and Cork Board Combination Board ( 2ft x 2ft ) with aluminum frame	piece	18	1,200.00	21,600.00			
32	Marker	Whiteboard marker, bullet type, black 12pcs/ box	box	5	300.00	1,500.00			
33	Marker	Whiteboard marker, bullet type, blue 12pcs/ box	box	5	300.00	1,500.00			
34	Marker	Whiteboard marker, bullet type, red 12pcs/ box	box	5	300.00	1,500.00			
<b>TOTAL ABC</b>						<b>153,475.00</b>			
							<b>TOTAL QUOTED AMOUNT IN</b>		

Reviewed and Checked by

*Liya G. 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 on or before the deadline stated herein.

VERA TERESA S. ANGELES  
BUYER/ END-USER

**TERMS AND CONDITIONS:**

- Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
- 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
- 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 condition stated herein
- UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- 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	Negotiated	Negotiated	Negotiated Procurement- Scientific,	Negotiated
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		FOR ABC'S ABOVE	/	/	FOR ABC'S ABOVE
6 Omnibus Sworn Statement		FOR ABC'S ABOVE			FOR ABC'S ABOVE
7 NFCC for Infrastructure with ABC above Ph500k		50k	/		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 \_\_\_\_\_

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

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

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

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

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