



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

Request for Quotation/ Bid Form (Technical Specifications)

UPLB BAC SECRETARIAT  
BY: J. S. DATE: 4-12-22

APR 20 2022 - 5PM

UPLB-RQ- 4-130-22-RES  
DEADLINE OF SUBMISSION

UPLB-RQ-  
UPLB-SESAM  
DEADLINE OF SUBMISSION:

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

Date \_\_\_\_\_  
Fund Code: N833191  
MOP: Shopping (Sec.52.1b)  
Contact No: rregalado@up.edu.ph  
Contact RUAH SAMUEL V. REGALADO

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
- 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-
- 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>Bidders shall state here the detailed technical specifications of their offer against each of the individual paragraphs of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1		A4 size Bond Paper 80gsm (5rim/box)	box	8	1,250.00	10,000.00				
2		A4 size sticker Paper 105gsm Matte (100sheets/set)	set	3	300.00	900.00				
3		AA Battery (2pcs/pack)	pck	12	200.00	2,400.00				
4		AAA Battery (4pcs/pack)	pck	6	200.00	1,200.00				
5		Binder Clips 15mm (12pcs/box)	box	4	35.00	140.00				
6		Binder Clips 32mm (12pcs/box)	box	4	50.00	200.00				
7		Binder Clips 51mm (12pcs/box)	box	4	90.00	360.00				
8		A4 Colored Bond Paper (100sheets/set)	set	4	100.00	400.00				
9		Correction tape (10m)	pc	4	50.00	200.00				
10		Document Folder (Expandable, Long)	pc	10	100.00	1,000.00				
11		Field Notebook (3x4inch, 100pages, Waterproof)	pc	30	1,000.00	30,000.00				
12		Fine point permanent marker (12pcs/box)	box	4	300.00	1,200.00				
13		Flag Tapes Stick ups	pc	10	150.00	1,500.00				
14		Heavy Duty Dispenser for 1"	pc	2	200.00	400.00				



15	Lead Pencil (w/ eraser)	box	6	50.00	300.00				
16	Legal size Bond Paper 80gsm (250sheets/set)	set	4	150.00	600.00				
17	Long Expanding Envelope (Brown)	set	3	170.00	510.00				
18	Long Folder	pc	10	10.00	100.00				
19	Long Umbrella	pc	5	200.00	1,000.00				
20	Magazine File Box (12cm x 37.5cm x 24cm)	box	6	750.00	4,500.00				
21	Manila Paper	pc	70	10.00	700.00				
22	Masking Tape 1"	bun	8	40.00	320.00				
23	Metal Fastener (50pcs/box)	box	2	100.00	200.00				
24	Non Adhesive Neon Flagging Tape (45m)	rol	2	300.00	600.00				
25	Packing Tape 2"	pc	4	75.00	300.00				
26	Paper Clips 25mm (70pcs/box)	box	4	25.00	100.00				
27	Paper Clips 33mm (70pcs/box)	box	4	35.00	140.00				
28	Paper Clips 78mm (50pcs/box)	box	4	80.00	320.00				
29	Paper cutter (A4)	pc	1	1,000.00	1,000.00				
30	Plastic Clipboards with ruler	pc	4	110.00	440.00				
31	Legal Size Plastic Folder L- type (12pcs/set)	set	5	40.00	200.00				
32	Recharable flashlight	pc	5	250.00	1,250.00				
33	Red thick permanent marker (12pcs/box)	box	2	500.00	1,000.00				
34	Plastic Ruler (0-30cm or 0- 12inches)	pc	5	10.00	50.00				
35	Scissors	pc	3	100.00	300.00				
36	Sign Pen 0.5mm Black (12pcs/box)	box	3	1,050.00	3,150.00				
37	Sign Pen 0.5mm Blue (12pcs/box)	box	3	1,050.00	3,150.00				
38	Sign Pen 0.5mm Red(12pcs/box)	box	3	1,050.00	3,150.00				
39	Size D Battery (2pcs/pack)	pc	10	125.00	1,250.00				

40	Staple wires (No. 35)	box	1	250.00	250.00			
41	Stapler (No. 35)	pc	4	250.00	1,000.00			
42	Stapler Remover (Plier Type)	pc	1	100.00	100.00			
43	Stickable notepads (2in x 3in)	pc	4	60.00	240.00			
44	Stickable notepads (3in x 3in)	pc	4	60.00	240.00			
45	Transparent Tape 1"	pc	4	35.00	140.00			
46	Whiteboard pen marker (6pcs/box)	box	2	180.00	360.00			
<b>TOTAL ABC</b>					<b>76,860.00</b>			
						<b>TOTAL QUOTED AMOUNT IN WORDS:</b>		

Reviewed and Checked By:

  
 ANDREW P. LICARDO  
 BAC TWG

TOTAL QUOTED AMOUNT IN WORDS:

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

  
 DECIBEL FAUSINO-ESLAVA  
 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
- 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	Shipping (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)		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: \_\_\_\_\_

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

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

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

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

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

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