



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

Request for Quotation/ Bid Form (Technical Specifications)
School of Environmental Science and Management

UPLB BAC SECRETARIAT
BY: 1 DATE: 5-2-22

MAY 11 2022 - 5PM

UPLB-RQ- 5-150-22-RES

DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

Supplier: _____

Date: April 01, 2022
Fund Code: NB-B15-91
MOP: SHOPPING
Contact No: 9217128347
Contact Person: Ghindee A. Aviles

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 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 include parameters of said requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Stapler	Stapler, big, heavy duty, No 35	pc	3	500	1,500.00				
2	Staple Wire	Staple Wire No. 35	box	6	190	1,140.00				
3	Scissors	Scissors, big	pc	2	100	200.00				
4	Paper Multicopy	Paper Multicopy (A4), substance 80gsm (branded)	rm	10	1000	10,000.00				
5	Bond paper	Bond paper (A4), substance 70gsm (branded)	rm	14	800	11,200.00				
6	Sign pen	Sign pen retractable, blue 0.7 12pcs/box	pc	4	900	3,600.00				
7	Correction Tape	Correction tape (original), 5mm x 10 m	pc	12	40	480.00				
8	Clear Book	Clear Book, Refillable Legal, green	pc	6	100	600.00				
9	Push pins	Push pins (assorted color) 40 pcs/box	pck	3	35	105.00				
10	Marker	Marker, whiteboard, temporary Black, 12 pcs per box	box	3	350	1,050.00				
11	Marker	Marker, whiteboard, temporary Red, 12 pcs per box	box	2	350	700.00				
12	Marker	Marker, whiteboard, temporary Blue, 12 pcs per box	box	3	350	1,050.00				
13	Notebook	Notebook, 100 leaves, spiral	pc	10	80	800.00				
14	Tape	Tape, transparent, 1 inch	pc	15	30	450.00				
15	Whiteboard	Whiteboard, 25 x35 cm	pc	3	250	750.00				
16	Sticker Paper	Sticker Paper, A4, 10 pcs per pack	pck	7	50	350.00				
17	Record Book	Record book, 500 pages	pc	8	150	1,200.00				
18	Ballpen	Ballpen, 0.5 ballpoint, black, 12 pcs per box	box	4	600	2,400.00				
19	Ballpen	Ballpen, 0.5 ballpoint, blue, 12 pcs per box	box	4	600	2,400.00				
20	Ballpen	Ballpen, 0.5 ballpoint, red, 12 pcs per box	box	4	600	2,400.00				
21	Ruler	Ruler, transparent	pc	3	25	75.00				
22	File Organizer	File organizer, black	pc	8	250	2,000.00				
23	Calculator	Calculator, black, ordinary, heavy duty	pc	4	500	2,000.00				
24	Ballpen	Ballpen, ordinary, black	box	3	100	300.00				
25	Green Paper	Green Paper, legal, (branded)	rm	3	250	750.00				
26	Sharpener	Mechanical Pencil Sharpener	pc	2	500	1,000.00				
27	Folder	L-Type, transparent, A4, 10 pcs per pack	pck	8	275	2,200.00				
28	Envelope	Mailing envelope, white, long	pc	24	20	480.00				
29	Envelope	Mailing envelope, white, short	pc	24	15	360.00				

