



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

Request for Quotation/ Bid Form (Technical Specifications)
INSTITUTE OF AGROFORESTRY

UPLB BAC SECRETARIAT

BY: 1 DATE: 5-12-22

MAY 18 2022 - TIL 5PM

UPLB-RQ- 5-165-22-RES
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: 4/19/2022 PR # 120910
 Fund Code: N91932B
 MOP: Shopping
 Contact No: _____
 Contact Person: Diana Rendon

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: SUPPLIERS' STORE/ESTABLISHMENT SHOULD BE LOCATED IN LOS BAÑOS, LAGUNA OR WITHIN THE VICINITIES.

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	Ballpen	black, oil gel pen	pc	120	15.00	1,800.00				
2	Battery	AA, pack of 4/pcs	pck	20	220.00	4,400.00				
3	Battery	AAA pack of 4/pcs	pck	20	100.00	2,000.00				
4	Binder clip	Black, 19mm 12's	box	30	25.00	750.00				
5	Binder clip	Black, 25mm 12's	box	30	35.00	1,050.00				
6	Binder clip	Black, 32mm 12's	box	30	50.00	1,500.00				
7	Binder clip	Black, 51mm 12's	box	20	90.00	1,800.00				
8	Envelope	Brown, Legal size	pc	110	10.00	1,100.00				
9	Certificate holder	- size A4, material-pvc	pc	120	50.00	6,000.00				
10	Colored paper	A4, 80gsm, 10pcs/pck	pck	100	45.00	4,500.00				
11	Correction tape	- 5mm x 10m	pc	35	30.00	1,050.00				
12	Craft paper	- size A4	pc	400	5.00	2,000.00				
13	Folder	L-type, A4, 50pcs/pck	pck	50	300.00	15,000.00				
14	Glue	40g	pc	10	30.00	300.00				
15	ID holder	- seminar I.D. type	pc	300	30.00	9,000.00				
16	Metal rack ads	- legal size	pc	20	400.00	8,000.00				
17	Metal tray	- 10 x 14" size	pc	20	350.00	7,000.00				
18	Notebook	50 leaves	pc	120	50.00	6,000.00				
19	Paper	Multipurpose copy, A4, 80gsm	rm	240	270.00	64,800.00				
20	Paper	Parchment, A4, 10pcs/pck	pck	100	60.00	6,000.00				
21	Marker	Permanent, black	pc	50	50.00	2,500.00				
22	Envelope	Plastic, with handle	pc	30	95.00	2,850.00				
23	Folder	Plastic, A4	pc	120	35.00	4,200.00				
24	Paper	Restickable, 3x3in	pd	32	70.00	2,240.00				
25	Sign pen	Extra fine tip, 0.3	pc	30	75.00	2,250.00				
26	Sign pen	Ballpoint, 0.5	pc	30	80.00	2,400.00				
27	Tape	Masking, 3/4"	pc	20	35.00	700.00				
28	Tape	Transparent, 18mm x 45m	pc	20	25.00	500.00				
29	Tape	Transparent, 24mm x 50yds	pc	5	265.00	1,325.00				
30	Marker	Whiteboard, black	pc	50	60.00	3,000.00				
31	Whiteboard	Bracket type, mobile	pc	1	4,000.00	4,000.00				

3ft x 4ft size

32	Envelope	Plastic, A4	pc	50	65.00	3,250.00					
TOTAL ABC						173,265.00					
							TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By: Lea C. Gonzales
 HAC TMG

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.

Ma. Dina Rendon
 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 EXPENDABLE SUPPLIES, or a
- Delivery period within **5 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.
- OTHER CONDITIONS: SUPPLIER'S STORE MUST LOCATED IN LOS BAJOS, LAGUNA OR WITHIN THE VICINITIES.**

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

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement	Negotiated Procurement	Negotiated Procurement- Scientific, Scholarly or Artistic Work Exclusive	Negotiated Procurement
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 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 Name of Representative: _____

Position: _____

Email Address: _____
 Date: _____