



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: T DATE: 7-15-22
JUL 20 2022 - TIL 5PM
UPLB-RQ- 7-254-22-RES
DEADLINE OF SUBMISSION

UPLB-RQ-
UPLB-SESAM
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date _____
Fund Code: N833191
MOP: Shopping (Sec.52.1b)
Contact No: rvregalado@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
 - 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
 - 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: Bidders that do not have the specified technical specifications of their offer beyond what is in the individual parameters of which specifications	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1		A4 size sticker Paper 105gsm Matte (100sheets/set)	set	3	300.00	900.00				
2		AAA Battery (4pcs/pack)	pack	6	200.00	1,200.00				
3		Binder Clips 15mm (12pcs/box)	box	4	35.00	140.00				
4		Binder Clips 32mm (12pcs/box)	box	4	50.00	200.00				
5		Binder Clips 51mm (12pcs/box)	box	4	90.00	360.00				
6		A4 Colored Bond Paper (100sheets/set)	set	4	100.00	400.00				
7		Correction tape (10m)	pc	4	50.00	200.00				
8		Document Folder (Expandable, Long)	pc	10	100.00	1,000.00				
9		Field Notebook (3x4inch, 100pages, Waterproof)	pc	30	1,000.00	30,000.00				
10		Fine point permanent marker (12pcs/box)	box	4	300.00	1,200.00				
11		Flag Tapes Stick ups	pc	10	150.00	1,500.00				
12		Heavy Duty Dispenser for 1"	pc	2	200.00	400.00				
13		Lead Pencil (w/ eraser)	box	6	50.00	300.00				
14		Legal size Bond Paper 80gsm (250sheets/set)	set	4	150.00	600.00				
15		Long Expanding Envelope (Brown)	set	3	170.00	510.00				
16		Long Folder	pc	10	10.00	100.00				
17		Long Umbrella	pc	5	200.00	1,000.00				
18		Magazine File Box (12cm x 37.5cm x 24cm)	box	6	750.00	4,500.00				
19		Manila Paper	pc	70	10.00	700.00				
20		Masking Tape 1"	bun	8	40.00	320.00				
21		Metal Fastener (50pcs/box)	box	2	100.00	200.00				
22		Non Adhesive Neon Flagging Tape (45m)	rol	2	300.00	600.00				
23		Packing Tape 2"	pc	4	75.00	300.00				
24		Paper Clips 25mm (70pcs/box)	box	4	25.00	100.00				
25		Paper Clips 33mm (70pcs/box)	box	4	35.00	140.00				
26		Paper Clips 78mm (50pcs/box)	box	4	80.00	320.00				
27		Paper cutter (A4)	pc	1	1,000.00	1,000.00				
28		Plastic Clipboards with ruler	pc	4	110.00	440.00				

