

Siboy



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

Request for Quotation/ Bid Form (Technical Specifications)
DEPARTMENT OF FOREST BIOLOGICAL SCIENCES-CFNR

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 8-31-22
SEP 07 2022 4pm
UPLB-RQ- 8-297-22-Res
DEADLINE OF SUBMISSION

DFBS-CFNR

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: May 20, 2022
Fund Code: NB1412B
MOP: SHOPPING
Contact No: Ismaldia@up.edu.ph
Contact Person: Dr. Lerma S.J. Maldia

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 if they are offering technical specifications of their own 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	Bond paper	Bond paper, 80 gsm, A4 size, 210 x 297mm, 500/ream	mm	60	370.00	22,200.00				
2	Knife	Cutter knife for general purpose, heavy duty with metal grip auto lock	pc	5	250.00	1,250.00				
3	Mouse	Wireless mouse, bluetooth, 1000 DPI Lasergrade, optical sensor (Black)	pc	2	1,500.00	3,000.00				
4	Rubber band	Brown/transparent natural color, super strong, big #18, 350 g/box	bx	10	30.00	300.00				
5	Ballpen	Black, retractable ballpen, 50's/box	bx	2	300.00	600.00				
6	Ballpen	Blue, retractable ballpen, 50's/box	bx	9	300.00	2,700.00				
7	Ballpen	Black, point 0.5, 24's/box	bx	6	139.00	834.00				
8	Clear book	A4, 30 leaves	pc	16	200.00	3,200.00				
9	Correction tape	Roller, 5mm x 10mm	pc	13	35.00	455.00				
10	File tray	Desk file tray, made with plastic, 3 tier	pc	20	150.00	3,000.00				
11	Glue	All purpose glue, 200 g	pc	10	20.00	200.00				
12	Organizer	Box, plastic organizer, 10L	pc	8	225.00	1,800.00				
13	Envelope	Plastic envelope, accordion	pck	4	250.00	1,000.00				
14	Tray	Plastic tray, 12.5" W, 16" L, 6" depth perforated	pc	2	300.00	600.00				
15	Record book	300 pp, 214mm x 278 mm	pc	16	200.00	3,200.00				
16	Battery	AA heavy duty battery, 4 pcs/pck	pck	16	200.00	3,200.00				
17	Pen	Sign pen, black, high tech pen, 0.5mm needle tip	pc	8	80.00	640.00				
18	Pen	Sign pen, blue, high tech pen, 0.5mm needle tip	pc	8	80.00	640.00				
19	Pen	Sign pen, red, high tech pen, 0.5mm needle tip	pc	8	80.00	640.00				
20	Masking tape	24mm, 50m length/roll	pc	11	90.00	990.00				
21	Masking tape	48mm, 50m length/roll	pc	11	116.00	1,276.00				
22	Packaging tape	24mm, 50m length/roll	pc	11	55.00	605.00				
23	Scissors	symmetrical stainless steel blade, durable, length at least 65 mm	pc	6	200.00	1,200.00				
28	Marker pen	Permanent marker, broad tip, black	pc	22	40.00	880.00				
29	Marker pen	Permanent marker, broad tip, blue	pc	19	40.00	760.00				
30	Marker pen	Permanent marker, broad tip, red	pc	19	40.00	760.00				
31	Marker	Whiteboard marker, fine tip, black, blue & red with eraser, 3 pcs/pck	pck	5	68.00	340.00				
32	Bond paper	colored bond paper, A4 green	mm	2	260.00	520.00				
33	Bond paper	colored bond paper, A4 yellow	mm	2	260.00	520.00				
34	Bond paper	colored bond paper, A4 pink	mm	2	260.00	520.00				
35	Bond paper	colored bond paper, A4 blue	mm	2	260.00	520.00				
36	Notebook	100 leaves, 8 1/2 x 11"	pc	10	50.00	500.00				
37	Envelope	Expanding envelope, short, 8 1/2 x 11"	pc	30	15.00	450.00				
38	Envelope	Expanding envelope, long, 8 1/2 x 13"	pc	20	19.00	380.00				
						59,680.00				
									TOTAL QUOTED AMOUNT IN WORDS:	

Reviewed and Checked By: ANDREW P. LICARDO
BAC TWG

Please quote at your government price (including VAT) and state 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.

TERMS AND CONDITIONS:

1. Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
2. 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 minimum of **one (1) year warranty and two (2) to three (3) years extended warranty (if applicable)** in the case of NON-EXPENDABLE SUPPLIES after acceptance by End-user of the delivered supplies.
3. Delivery period within 14 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. Any interlineations, erasures, 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 (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 agencies as lessor)	FOR ABC'S ABOVE 500K	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 500K
6 Omnibus Sworn Statement	FOR ABC'S ABOVE 500K	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k	FOR ABC'S ABOVE 500K	FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 500K

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 _____

Email Address: _____

Position: _____

Date: _____