

Shop



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 Limnological Station, IBS, CAS

UPLB BAC SECRETARIAT
 BY: *[Signature]* DATE: 9/12/22
 SEP 20 2022 5pm
 UPLB-RQ- 9-312-22-125
 DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name:

August 11, 2022

Date

August 11, 2022

Fund Code:

N9-275-23

MOP:

Shopping

Contact No:

0939-416-1644

Contact Person

JANE FRANCES T. SENOSA

PR # 126907

Please quote your lowest price on the items 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 quotations/ 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	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Bond paper	A4 size/210x297 mm, high speed premium copy paper, 70 gsm, acid-free, 500 sheets/m	mm	20	288.75	5,375.00				
2	Brown envelope	A4; dimension: 9x12 in; thickness: 95 gsm; 100 pcs/pack	pkg	1	500.00	500.00				
3	Ballpen	Ballpoint: 0.5 mm, conical point, colour: black, 50 pcs/box	box	1	750.00	750.00				
4	Binder clip	19 mm / 3/4", dimension: 2x4x6 cm, weight: 30 g, colour: black, 12 pcs/box	box	10	20.00	200.00				
5	Binder clip	25 mm / 1", dimension: 3x5x8 cm, weight: 50 g, colour: black, 12 pcs/box	box	20	25.00	500.00				
6	Binder clip	32 mm / 1-1/4", dimension: 4x6x11 cm, weight: 90 g, colour: black, 12 pcs/pack	box	15	37.00	555.00				
7	Binder clip	41 mm / 1-5/8", dimension: 4x8x11 cm, weight: 140 g, colour: black, 12 pcs/box	box	10	64.00	640.00				
8	Binder clip	51 mm / 2", dimension: 5x10x15 cm, weight: 240 g, colour: black, Refillable, A4/R, 27x11.59 in, spiral bound, 20 pockets, colour: black	box	5	85.00	425.00				
9	Clear book	Refillable, A4/R, 27x11.59 in, spiral bound, 20 pockets, colour: black	pc	5	124.00	620.00				
10	Clear book refill	10 pcs/pack, dimension: 0.2x23x31 cm, A4 size	pc	5	24.00	120.00				
11	Ballpoint Pen 2019/JOIN	Ballpoint, dimension: 12.4x9.05 in, with cover, colour: black, material type: plastic	pc	5	110.00	550.00				

12	Corboard	Size: 12x18 in/2x30x46 cm, weight 400 g, wall mount	pc	2	437.60	876.00				
13	Correction tape	Refillable, 6mmx20m, 3 pcs/pack	pack	5	150.00	750.00				
14	Cutter blade refill	9 mm, 10 pcs/pack	pc	2	36.00	70.00				
15	Cutter	Handheld cutter, 9 mm width, manual blade locking	pc	5	55.00	280.00				
16	Desktop sharpener	Dimension: 8x12x15 cm, stainless steel with metal body	pc	2	350.00	700.00				
17	Document tray	3 layer, plastic	pc	3	250.00	750.00				
18	Duct tape	48 mm x 10 m	pc	10	96.00	960.00				
19	Expanding envelope	Dimension: 298.46x381 mm, colour: kraft, with garter	pc	30	16.25	487.50				
20	Extension wire	Universal outlet extension cord 4-gang with switch, 1.83 m cord length, 2500V, 10A 250V	pc	5	600.00	2,500.00				
21	Glue stick	15 g weight, dimension: 1.5x4 in, colour: clear	pc	5	48.00	245.00				
22	Puncher	Heavy duty, material type: steel, double hole puncher with measurement, can punch up to 25 sheets	pc	1	220.00	220.00				
23	High stool	28" height, plastic	pc	5	400.00	2,000.00				
24	Bond paper	Long size/216x330 mm, high speed premium copy paper, 70 gsm, acid-free, 500 sheets/ream	ream	10	310.00	3,100.00				
25	Brown envelope	Long: dimension: 10x15 in; thickness: 95 gsm; 100 pcs/pack	pack	1	625.00	625.00				
26	Folder	100 pcs/pack; colour: white, size: long / 8-1/2 x 13 in	pack	1	875.00	875.00				
27	Megazine file holder	Dimension: 24x24x40 cm; Size: legal; Double	pc	5	330.00	1,650.00				
28	Megazine file holder	Dimension: 12x24x40 cm; Size: legal; Single	pc	5	200.00	1,000.00				
29	Mailing envelope	Dimension: 10.5x24.1x1.6 cm, long, white	pack	1	280.00	280.00				
30	Marker	Broad tip, permanent, colour: black	pc	5	56.00	280.00				
31	Marker	Fine tip, permanent, colour: black	pc	5	56.00	280.00				
32	Marker refill	Refill ink for SC-F, SC-B, 30 ml, black	hdl	1	95.00	95.00				
33	Marker refill	Refill ink for SC-F, SC-B, 30 ml, red	hdl	1	95.00	95.00				
34	Marker refill	Refill ink for SC-F, SC-B, 30 ml, blue	hdl	1	95.00	95.00				
35	Metal fastener	2" capacity; standard 2-3/4" center-to-center; 50 pcs/box	box	5	48.00	240.00				
36	Meat stick	100 cm, wood	pc	3	313.00	939.00				
37	Modular tray	Dimension: 47x36x23 cm; plastic, blue	pc	5	180.00	900.00				
38	Modular tray	Dimension: 47x36x18 cm; plastic, blue	pc	5	169.00	845.00				
39	Notebook	7 pcs/pack; 80 leaves each	pack	1	125.00	125.00				
40	Office chair	Mild back chair, adjustable height, swivel type, with armrest, black	pc	2	1,750.00	3,500.00				
41	Packing tape	2 x 100 yd/ tan	pc	10	67.50	675.00				
42	Paper clip	No. 3, 33 mm, 53.2 g; plastic, round, vinyl, assorted colour, 100 pcs/box	box	10	31.50	315.00				
43	Paper clip	No. 5, 50 mm, 118 g; plastic, round, vinyl, assorted colour, 100 pcs/box	box	10	67.50	675.00				
44	Pain holder	Metal, round, white, 7.6x7.6x10.2 cm	pc	5	125.00	625.00				
45	Photo paper	A4, 200 gsm, 20 sheets, 5760 dpi, waterproof and quick drying	pack	5	210.00	1,050.00				
46	Pins	Push pin, 100 pcs/box, assorted colour	box	2	62.50	125.00				
47	Record book	300 p	pc	5	80.00	400.00				
48	Resealable bag	20 bags/box, gallon size (3.78 L); 26.5x27 cm	box	10	300.00	3,000.00				
49	Resealable bag	25 bags/box, 1 L size, 20.3x17.7 cm	box	10	270.00	2,700.00				
50	Rubber band	Small #16, 50 g, transparent multicolor	box	3	34.00	102.00				
51	Rubber eraser	43x19x9 mm, rasoplast white	pc	5	19.00	95.00				
52	Serving tray	Non-skid rectangular, 12x16 in	pc	5	94.00	470.00				
53	Serving tray	Non-skid rectangular, 14x18 in	pc	5	105.00	525.00				
54	Bond paper	Short size/216x300 mm, high speed premium copy paper, 70 gsm, acid-free, 500 sheets/ream	ream	10	260.00	2,600.00				
55	Folder	100 pcs/pack; colour: white, size: short / 8-1/2 x 11 in	pack	1	625.00	625.00				

56	Shredder	Dimension: 21x35.5x29 cm; weight: 8.31 kg Description: can shred up to 10 sheets of 80gsm paper, can shred credit cards and CD; portable and mobile Cutting method: crosscut (6x16 mm); protection: class II; line voltage: AC220V/50Hz; Cutting speed: approx. 2 m/min for one 80 gsm sheet; approx 1.5 m/min (up to 10 sheets 80 gsm); approx. 1 m/min for credit card; approx 1 m/min for cd Cutting capacity: 10 sheets (80 gsm); 1 credit card; 1 cd Coal down time: 15 min; volume of bin: 14 L; color: grey	pc	1	5,000.00	5,000.00				
57	Specialty paper	Claw type, metal	pc	5	160.00	800.00				
58	Staple wire remover	No. 35-5M; leg length: 6 mm (1/4"); 5000 staples	pc	3	39.00	117.00				
59	Staple wire	No. 35, metal, stapling capacity: 20 sheet	box	10	75.00	750.00				
60	Stapler	A4, 100 sheets, 105 g for ink/dispenser printer, matte	pc	3	262.00	786.00				
61	Sticker paper	Big, dimension: 11x11x22 cm, for big core adhesive tapes	pc	5	160.00	800.00				
62	Tape dispenser	Length: 60", width: 0.6"	pc	2	140.00	280.00				
63	Tape flags	Whiteboard eraser, easy grip	pc	5	50.00	250.00				
64	Tape measure	Whiteboard marker, can be used on glass, black	pc	5	38.00	190.00				
65	Eraser	Whiteboard marker, can be used on glass, blue	pc	2	20.00	40.00				
66	Marker	Whiteboard marker, can be used on glass, black	pc	2	107.50	215.00				
67	Marker	Whiteboard marker, can be used on glass, blue	pc	2	107.50	215.00				
68	Marker	Whiteboard ink, black, 30 mL, for WBMK-M, WBMK-MC	pc	2	107.50	215.00				
69	Marker refill	Whiteboard ink, black, 30 mL, for WBMK-M, WBMK-MC	pc	2	107.50	215.00				
70	Marker refill	Whiteboard ink, blue, 30 mL, for WBMK-M, WBMK-MC	pc	1	162.50	162.50				
71	Marker refill	Whiteboard ink, red, 30 mL, for WBMK-M, WBMK-MC	pc	1	162.50	162.50				
72	Whiteboard	Whiteboard ink, red, 30 mL, for WBMK-M, WBMK-MC	pc	1	437.50	437.50				
					TOTAL ABC	59,999.00				
					TOTAL QUOTED AMOUNT IN WORDS:					

Reviewed and Checked By:

Mr. Andrew P. Licardo

BAC TWG

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.

Buyer's Signature
BUYER/ END-USER

TERMS AND CONDITIONS:

- Price quotations 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 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.
- Delivery period within 30 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 representatives.

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

1	Mayor's/Business Permit	/	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)	/
2	Permit to Sell/Resell/Trade/Exchange/Supply of Goods and Services	/								

REQUIREMENTS

1 Mayor's/Business Permit

2 Permit to Sell/Resell/Trade/Exchange/Supply of Goods and Services

3	Professional license/ CV (consulting services)		/		/		FOR ABC'S ABOVE 50K
4	PCAB License (for Infrastructure)		/		/		FOR ABC'S ABOVE 50K
5	Income / Business tax returns (except for government agencies as lessor)			/		/	FOR ABC'S ABOVE 50K
6	Omnibus Sworn Statement						FOR ABC'S ABOVE 50K
7	NECC 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: _____

Email Address: _____

Position: _____

Date: _____