

UNIVERSITY OF THE PHILIPPINES **LOS BANOS**

Los Banos, IV-A VAT Reg. TIN: 000-864-006-00004

UPLB BAC SECRETARIAT DEC 0 6 2022 5m UPLB-RQ- 12-427-22-Res

Request for Quotation/ Bid Form (Technical Specifications) DEADLNE OF SUBMISSION OVCRE-UPLB

OF LD-IVG-	
DEADLINE OF	
DEADLINE OF	
SUBMISSION:	
CODIMICOIOIT.	

Suppliers Name:	Date	
	Fund Code:	N833200
	MOP:	SHOPPING
	Contact No:	9959768761
	Contact	LOIS LANE G HERRADURA

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
- 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
- 4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Puchase order (P.O.).
- 5. Quotations exceeding the Appoved Budget for Contract shall be rejected.
- 6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
- 7. Others:

ITE M No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEAS URE	QT Y	ESTIMATE D UNIT APPROVE D BUDGET OF THE CONTRAC T	ESTIMATE D TOTAL APPROVE D BUDGET OF THE CONTRAC T	SPECIFICATION Suppliers must state here the detailed technical specifications of their offer against	QUOTED UNIT PRICE	TOTAL QUOTE D PRICE	ION (Leave this space blank. For BAC/
	Clipboard	A4, 320x235x20mm	pcs	20	90	₱1,800.00	anan at tha			huntuntar
	Notebook	(Spiral, Size 6' x9, 60 leaves 55GSM)	pcs	58	22	₱1,276.00				
	Stapler	(126x50x52mm)	pcs	10	150	₱1,500.00				
	Whiteboard	20cmx30cm	units	12	155	₱1,860.00				
	Tray	Metal (4 Layer; for A4)	pcs	12	400	₱4,800.00				
	BOARD LERTIFICATE PARER	200gsm, 10pcs per pack, A4	packs	20	97.5	₱1,950.00				
	Record book	300 pages/book	pcs	5	200	₱1,000.00	/			
	Envelope	Brown for A4	Bundle	10	130	₱1,300.00				
	Organizer	Metal pen organizer; 3 grid/division	units	20	120	₱2,400.00	/			
	Glass whiteboard	4 ft x 6 ft	pcs	2	10000	₱20,000.00 ₀	(
	Ballpoint pen	black, 12pcs per box	boxes	40	65	₱2,600.00				
	Ballpoint pen	blue, 12pcs per box	boxes	40	65	₱2,600.00				
	D-ring binder	3 holes), 1.5", A4 size	pcs	24	125	₱3,000.00	/			
	puncher	Heavy duty 3-hole	pcs	2	550	₱1,100.00	/			
	Staple wire	No. 35	boxes	80	75	₱6,000.00	/			
	Sticky note	(4X6) 100 sheets/pad	sets	150	76.67	₱11,500.00	gla-			
	Sticky note	(4X4) 100 sheets/pad	sets	150	60	₱9,000.00				
	Sticky note	(3x3) 100 sheets/pad	sets	150	40	₱6,000.00				
	Sign here sticker	50s	sets	150	80	₱12,000.00				
	Binding ring	14mm	boxes	6	350	₱2,100.00				
	Acetate	300 Microns PVC Binding Cover	boxes	2	1000	₱2,000.00				
	Pencil	No. 2	boxes	35	80	₱2,800.00				
	Clip	Backfold, 50MM, 12 pieces per box	boxes	20	50	₱1,000.00				
	Clip	Backfold, 41MM, 12 pieces per box	boxes	30	80	₱2,400.00				
	Clip	Backfold, 32MM, 12 pieces per box	boxes	20	40	₱800.00				
	Expanding envelope	Long	pcs	250	20	₱5,000.00				

Envelope	Documentary, for A4 size document, 500 pieces per box	bundle	4	1600	₱6,400.00	
L-type folder	A4 size, 50pcs per pack	packs	6	266.67	₱1,600.00	
L-type folder	Legal size, 50pcs per pack	packs	6	316.67	₱1,900.00	
pencil sharpener	Electric	pcs	3	2000	₱6,000.00	
Economy storage file box	3pcs per set	sets	8	600	₱4,800.00	
Fastener	metal, 50pcs per box	boxes	20	65	₱1,300.00	
Push pins	100pcs per box	boxes	10	35	₱350.00	
Whiteboard magnetic pins	12pins per pack	packs	40	80	₱3,200.00	
Whiteboard	4 ft x 6 ft	pcs	5	6000	₱30,000.00	
Board eraser	Board eraser	pcs	20	50	₱1,000.00	
Single Magazine	39.5cm x 24cm x 10.5cm	pcs	20	200	₱4,000.00	
Desk file organizer	with 4 section divider, metal	pcs	6	633.33	₱3,800.00	
Plastic sliding folder	Legal size4	pcs	50	15	₱750.00	
Plastic sliding folder	A4 size	pcs	50	15	₱750.00	
Glue	roll-on (22gms)	pcs	20	40	₱800.00	
Glue	bottle (130g)	pcs	10	80	₱800.00	
Highlighter	Assorted colors	pcs	20	55	₱1,100.00	
Parchment paper	A4 size, 10pcs per pack	packs	30	60	₱1,800.00	
Cartolina	100 gsm, 3 rolls per pack	packs	20	40	₱800.00	
Manila paper	36"x48", 5 sheets per pack	packs	20	30	₱600.00	
Packaging tape	2"	pcs	10	70	₱700.00	
ID holder	50pcs per box	boxes	6	333	₱2,000.00	
					182,236.00	

		}
Reviewed and Checked By:	7	
ANDREW	P/LI	CARDO
BAC	TW	3
/		

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be LOIS LANE G. HERRADURA BUYER/ END-USER

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

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

REQUIREMENTS	Shopping	Negotiated	Negotiated	Negotiated	Negotiated
Mayor's/Business Permit	/	/	/	/	/
PhilGEPS Registration Number	/	/	/	/	/
Professional license/ CV (consulting services)		/		/	William Co.
PCAB License (for Infrastructure)		/			
Income / Business tax returns (except for		FOR ABC'S	/	/	FOR ABC'S
Omnibus Sworn Statement		FOR ABC'S			FOR ABC'S
NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S

After having carefully read and accepted your 6 Name of the Company:	General Conditions, I/We quote you on the Item at prices noted above.
Address:	Tel. No. :
Signature over Position:	Fax No. :
	Email Address: Date: