



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

UPLB BAC SECRETARIAT  
BY: [Signature] DATE: 1-19-23  
**JAN 23 2023 5pm**  
UPLB-RQ- 1-24-23-pes  
DEADLINE OF SUBMISSION

Request for Quotation/ Bid Form (Technical Specifications)  
**OVCRE-UPLB**

UPLB-RQ-  
DEADLINE OF SUBMISSION:

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_

Date: 9<sup>th</sup> JANUARY 2023  
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:

- 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.
- 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 certificate.
- 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 Suppliers must state here the detailed technical specifications of their offer against each of the	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
1	Clipboard	A4, 320x235x20mm, <i>plastic</i>	pcs	20	90	₱1,800.00			
2	Notebook	(Spiral, Size 6' x9, 60 leaves 55GSM)	pcs	58	22	₱1,276.00			
3	Stapler	(126x50x52mm), <i>hd</i>	pcs	10	150	₱1,500.00			
4	Whiteboard	20cmx30cm	units	12	155	₱1,860.00			
5	Tray	Metal (4 Layer, for A4)	pcs	12	400	₱4,800.00			
6	Board certificate paper	200gsm, 10pcs per pack, A4	packs	20	97.5	₱1,950.00			
8	Envelope	Brown for A4, <i>20's</i>	Bundle	10	130	₱1,300.00			
9	Organizer	Metal pen organizer; 3 grid/division	pcs	20	120	₱2,400.00			
10	Glass whiteboard	4 ft x 6 ft	pcs	2	10000	₱20,000.00			
12	Ballpoint pen	blue, 12pcs per box	boxes	40	65	₱2,600.00			
13	D-ring binder	3 holes), 1.5", A4 size	pcs	24	125	₱3,000.00			
16	Sticky note	(4X6) 100 sheets/pad	sets	150	76.67	₱11,500.00			
17	Sticky note	(4X4) 100 sheets/pad	sets	150	60	₱9,000.00			
20	Binding ring	14mm, <i>length 14 100's/box</i>	boxes	6	350	₱2,100.00			
21	Acetate	300 Microns PVC Binding Cover <i>100 pcs/box</i>	boxes	2	1000	₱2,000.00			
22	Pencil	No. 2 <i>12's</i>	boxes	35	80	₱2,800.00			
23	Clip	Backfold, 50MM, 12 pieces per box	boxes	20	50	₱1,000.00			
28	L-type folder	A4 size 50 pcs per pack	packs	6	266.67	₱1,600.00			
29	L-type folder	Legal size, 50 pcs per pack	packs	6	316.67	₱1,900.00			
30	pencil sharpener	Electric	pcs	3	2000	₱6,000.00			
31	Economy storage file box	3pcs per set	sets	8	600	₱4,800.00			
33	Push pins	100pcs per box	boxes	10	35	₱350.00			
34	Whiteboard magnetic pins	12pins per pack	packs	40	80	₱3,200.00			
35	Whiteboard	4 ft x 6 ft, <i>with alum frame</i>	pcs	5	6000	₱30,000.00			
37	Single Magazine Rack	39.5cm x 24cm x 10.5cm	pcs	20	200	₱4,000.00			

38	Desk file organizer	with 4 section divider, metal, legal size	pcs	6	633.33	P3,800.00				
39	Plastic sliding folder	Legal size4	pcs	50	15	P750.00				
40	Plastic sliding folder	A4 size	pcs	50	15	P750.00				
41	Glue	roll-on (22gms)	pcs	20	40	P800.00				
44	Parchment paper	A4 size, 10pcs per pack	pcs	30	60	P1,800.00				
45	Cartolina	100 gsm, 300 pcs per pack	pcs	20	40	P800.00				
48	ID holder	50pcs per box	boxes	6	333	P2,000.00				
							<b>133,436.00</b>			
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By: \_\_\_\_\_

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

LOIS LANE G. HERRADURA  
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
- Delivery period within 14 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions 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.

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

REQUIREMENTS	Shopping	Negotiated	Negotiated	Negotiated	Negotiated
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		FOR ABC'S	/	/	FOR ABC'S
6 Omnibus Sworn Statement		FOR ABC'S			FOR ABC'S
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S

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 \_\_\_\_\_

Email Address: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_