



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

Request for Quotation/ Bid Form (Technical Specifications)
INSTITUTE OF WEED SCIENCE, ENTOMOLOGY AND PLANT PATHOLOGY

UPLB BAC SECRETARIAT
 BY: _____ DATE: 4-26-23
MAY 02 2023 5pm
UPLB-RC- 4-132-23-Des
DEADLINE FOR SUBMISSION

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: January 18, 2023
 Fund Code: NSA9521
 MOP: SHOPPING
 Contact No: 536-1315
 Contact Person: KAREN B. ALVIAR

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 here the detailed technical specifications of their offer against each of the individual parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For SAC/ Evaluators only)
1	Masking tape 1 inch, 15m		pc	20	45.00	900.00	✓			
2	Clear tape 1 inch, 100m		pc	20	30.00	600.00	✓			
3	Tape dispenser, Small / Big-Dual core holds both 1" (25mm and 3" (75mm)		pc	6	150.00	900.00	✓			
4	Autoclave tape indicator, (30 Yards)		pc	20	200.00	4,000.00	✓			
5	Office Scissors (200mm 8") Soft Grip Handle		pc	4	90.00	360.00	✓			
6	Wire Mesh 3 - Tier File Frame/File Bar/Magazine Rack three-layer metal file frame; size 31.3cm*29.3cm*24cm.		pc	6	350.00	2,100.00	✓			
7	Cutting mat A2 PVC any color, 60" * 45CM		pc	6	330.00	1,980.00	✓			
8	Label maker cartridge 24 mm 0.94" laminated		pc	20	1,200.00	24,000.00	✓			
9	Branded and Brand New Printer: All in One Printers, Integrated Ink Tank System, USB 2.0, Print, Copy, Scan, 4kg, Warranty: 24 Months		pc	1	9,999.00	9,999.00	✓			
10	Record book 300 pages		pc	100	250.00	25,000.00	✓			
11	Ballpen 0.5 black		box	2	350.00	700.00	✓			
12	Ballpen 0.5 red		box	2	350.00	700.00	✓			
13	Ultra fine point permanent marker, black, box of 12		box	10	1,000.00	10,000.00	✓			
14	Stapler big		pc	1	220.00	220.00	✓			
15	Sticky Notes, Page Marker 670-SAN 5 Color 3x3"		pc	10	170.00	1,700.00	✓			
16	Circle puncher 1.5 in		pc	2	300.00	600.00	✓			
17	Circle puncher 1 in		pc	3	200.00	600.00	✓			
18	Circle puncher 5/8 in		pc	3	150.00	450.00	✓			
19	Color marker assorted color 24 pc/pack		pck	1	802.98	802.98	✓			
20	Paper, 80g/m2, 210 x297mm, 5 reams per box, A4		box	15	2,000.00	30,000.00	✓			
						TOTAL ABC	115,611.98			
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

ANDREW P. LICARDO
 BAC 7/WG

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.

Karen B. Alviar
KAREN B. ALVIAR
 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 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 14 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. 21-2917)

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 53.8)	Negotiated Procurement- Emergent
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 ABCS ABOVE 50K	/	/	FOR ABCS ABOVE
6 Omnibus Sworn Statement		FOR ABCS ABOVE 50K	/	/	FOR ABCS ABOVE
7 NFCC for Infrastructure with ABC above Ph500k		/	/	/	FOR ABCS ABOVE

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: _____

Signature over _____
 Printed Name of _____
 Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____