



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 HOUSING OFFICE – OVCCA

**UPLB BAC SECRETARIAT**  
BY: JF DATE: 5/3/23  
**MAY 10 2023 -TIL 11AM**  
**UPLB-RQ- 5-099-23-GOODS**  
**DEADLINE OF SUBMISSION**

UPLB-RQ-

DEADLINE OF SUBMISSION:

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

Date: MAY 2, 2023  
Fund Code: 8217400  
MOP: SMALL VALUE PROCUREMENT  
Contact No: 572-0500  
Contact Person: M.M BATINO

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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements OFFERED SPECIFICATION Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	BALLPEN,	ballpoint, good quality, Black and Blue	pc	30	12.00	360.00				
2	BATTERY	rechargeable, size AAA, alkaline, 4pcs./packet, Good quality	pack	3	600.00	1,800.00				
3	BATTERY	rechargeable, size AA, alkaline, 4pcs./packet, good quality	pack	3	600.00	1,800.00				
4	BATTERY	size AA, alkaline, 4pcs./packet, good quality	pack	4	250.00	1,000.00				
5	BATTERY	size AAA, alkaline, 4pcs./packet, good quality	pack	4	250.00	1,000.00				
6	BATTERY CHARGER	for size AA	unit	1	1,200.00	1,200.00				
7	BATTERY CHARGER	for size AAA	unit	1	1,200.00	1,200.00				
8	Certificate Holder	for certificates, diplomas, citations, 9" x 12", good quality	pc	30	100.00	3,000.00				
9	Clear Book and Protectors	with 20 pcs fillers, legal size, made of thick plastic, no spring, made of plastic	pc	15	250.00	3,750.00				
10	CORRECTION TAPE	roller type, 5x7mm, good quality	pc	15	60.00	900.00				
11	ENVELOPE	Documentary, Kraft paper, Brown, 200GSM, Long, 100pcs per box	box	1	900.00	900.00				
12	ENVELOPE	Documentary, Kraft paper, Brown, 200GSM, Short, 100pcs per box	box	1	850.00	850.00				
13	FOLDER	Kraft paper, brown, size A4, 100 pcs/bundle	bundle	1	800.00	800.00				
14	FOLDER	Kraft paper, brown, size legal size, 100 pcs/bundle	bundle	1	700.00	700.00				
15	GLUE	white 40grms, Good quality	bottle	10	60.00	600.00				
16	LAMINATING FILM	pre-cut thick A4, 100pcs per pack, 250 microns	pack	3	2,500.00	7,500.00				
17	MARKER	for white board, black, refillable, good quality	pc	10	35.00	350.00				
18	MARKER	for white board, blue, refillable, good quality	pc	10	35.00	350.00				
19	MARKER	Permanent, Black and Blue	pc	10	50.00	500.00				
20	PAPER FASTENER	non-rust metal, hold 25mm thick file with prongs 70mm apart, 50sets/box	box	20	80.00	1,600.00				
21	PAPER	multicopy, substance 20, for laserjet printer, high speed copiers, 210mmx297mm, A4, 80g/m2, good quality	ream	20	240.00	4,800.00				
22	PAPER	multicopy, substance 24, for laserjet printer, high speed copiers, 210mmx297mm, A4, 70g/m2, good quality	ream	20	240.00	4,800.00				
23	PAPER	color blue, multicopy, substance 20, for laserjet printer, high speed copiers, legal size, 80g/m2, good quality	ream	1	300.00	300.00				

24	PAPER	color green, multilcopy, substance 20, for laserjet printer, high speed copiers, legal size, 80g/m2, good quality	ream	1	300.00	300.00				
25	PAPER	color pink, multilcopy, substance 20, for laserjet printer, high speed copiers, A4 size, 80g/m2, good quality	ream	1	300.00	300.00				
26	PAPER	vellum board paper, specially board, 220gsm, A4 size, color white, 10pcs per pack	pack	10	80.00	800.00				
27	PAPER	post-it notes, tabs, flags, different colors, assorted and colorful, 400pcs/pack	pack	15	250.00	3,750.00				
28	PAPER	post-it notes, tabs, flags, with print PLS SIGN HERE, 100pcs/pack	pack	10	150.00	1,500.00				
32	RECORD BOOK	300 pages, small size, 55gsm., Smythe sewn, w/ "official book record" printing	pc	10	150.00	1,500.00				
33	RECORD BOOK	300 pages, 215mmx275mm, 55gsm., Smythe sewn, w/ "official book record" printing	pc	10	200.00	2,000.00				
34	RECORD BOOK	500 pages, 215mmx275mm, 55gsm., Smythe sewn, w/ "official book record" printing	pc	10	300.00	3,000.00				
35	SCISSOR	6" in heavy duty stainless steel, good quality, heavy duty	pc	5	120.00	600.00				
36	Signpen	.5mm, Black, Hi-Techpoint V10 Grip, 12pcs/bx, Japan Made	box	5	750.00	3,750.00				
37	Signpen	.5mm, Blue, Hi-Techpoint V10 Grip, 12pcs/bx, Japan Made	box	5	750.00	3,750.00				
38	STAPLE WIRE	#35 standard 70mm x 100mm 5000pcs, good quality, rust free	box	10	60.00	600.00				
	TAPE	double sided, 24mm (1"), 50m	pc	10	100.00	1,000.00				
39	TAPE	masking tape, 24mm (1") width, usable length of 50m	pc	20	50.00	1,000.00				
40	TAPE	cellophane/translucent packing tape, 24mm (1") width, usable length of 50m	pc	10	50.00	500.00				
<b>TOTAL ABC</b>						<b>64,410.00</b>				
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By:

**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.

M.M. BATTINO

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 \_\_\_\_\_ 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 (Section 52)	Negotiated Procurement-Small Value Procurement	Negotiated Procurement-Lease of Real Property or	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 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 500K			FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k		FOR ABC'S ABOVE 50K			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: \_\_\_\_\_