



Request for Quotation/ Bid Form (Technical Specifications)
ISNR, CENR

UPLB BAC SECRETARIAT
BY: H. Baldos - AVPOS
DATE: 5 Apr 23
JUN 05 2023 5pm
UPLB-RQ- 5-168-23- PFS
OFFICE OF SUBMISSION

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: April 24, 2023
Fund Code: N930922
MOP: Shopping
Contact No: 9760162472
Contact: Irene Mae C. Baldosano

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
- 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 how 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	Office Supplies	Extension Outlet, 1000A, 200v, surge protect	unit	4	700.00	2,800.00				
2		BATTERY, rechargeable, 2250mAh, 4 pcs AA	pack	1	2,600.00	2,600.00				
3		BATTERY, heavy duty, AA, 4pcs/pack	pack	10	200.00	2,000.00				
4		BOND PAPER, A4,	ream	20	250	5,000.00				
5		BOND PAPER, Long,	ream	20	300	6,000.00				
6		MANILA PAPER, folded	piece	30	5	150.00				
7		CARTOLINA	piece	20	10	200.00				
8		CORRECTION TAPE, roller	piece	10	40	400.00				
9		PERMANENT MARKER, fine tip, color black	piece	30	50	1,500.00				
10		PERMANENT MARKER, fine tip, color blue	piece	25	50	1,250.00				
11		PERMANENT MARKER, fine tip, color red	piece	15	50	750.00				
12		WHITE BOARD MARKER	piece	30	33.33	1,000.00				
13		ENVELOPE, expanding, kraftboard high quality, legal size, 100 pcs per box	piece	20	20	400.00				
14		FOLDER, Expanding	piece	20	20	400.00				

15	FILE FOLDER, White, size: legal (long)	piece	50	5	250.00				
16	FILE FOLDER, White, size: A4	piece	50	7.00	350.00				
17	FOLDER, L-type, plastic, legal size, white	piece	50	15	750.00				
18	FILE FOLDERS, hanging, at least A4 size, assorted colors with 1/5 cut adjustable tabs, 25/box	box	3	1500	4,500.00				
19	RETRACTABLE BALLPEN, black, 50 pcs/box	box	2	300	600.00				
20	RETRACTABLE BALLPEN, blue, 50 pcs/box	box	2	300	600.00				
21	RETRACTABLE BALLPEN, red, 50 pcs/box	box	2	300	600.00				
22	SIGN PEN liquid/gel ink 0.5mm needle tip, black	piece	30	50	1,500.00				
23	SIGN PEN liquid/gel ink 0.5mm needle tip, red	piece	30	50	1,500.00				
24	SIGN PEN liquid/gel ink 0.5mm needle tip, blue	piece	30	50	1,500.00				
25	TAPE, masking, 48 mm, 50 m	piece	5	120	600.00				
26	TAPE, transparent, 24 mm 50 m/roll	piece	10	50	500.00				
27	TAPE, double-sided, 1" X 10m	piece	5	30	150.00				
28	TAPE, packaging, 48 mm, 50 m/roll	piece	5	75	375.00				
29	Tape dispenser, plastic and metal, heavy duty, suitable for tape less than 3.6 cm in width	piece	2	150	300.00				
30	RE-STICKABLE NOTES with 'sign here', plastic, transparent	pad	5	250	1,250.00				
31	STAPLER, HD-50R with remover	piece	1	300	300.00				
32	STAPLE WIRE, No. 35-5M, 70 mm x 100 mm 5000 pieces	box	5	40	200.00				
33	PAPER CLIPS, vinyl, 33 mm, 100 pcs/box	box	5	15	75.00				
34	PAPER CLIPS, vinyl, 48 mm, 100 pcs/box	box	5	25	125.00				
35	GLUE, all purpose, 200 grams	piece	5	20	100.00				
36	CLEARBOOK, A4, 30 leaves	piece	10	200	2,000.00				

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DATA FILE BOX, material (chipboard) horizontal, legal size	piece	15	150	2,250.00				
DESK FILE TRAY, plastic 3-tier	piece	5	150	750.00				
STORAGE BOX, plastic 50 Liters	piece	2	1000	2,000.00				
STORAGE BOX, plastic 120 Liters	piece	2	1500	3,000.00				
SCISSORS, stainless steel blade, at least 65 mm length	piece	2	50	100.00				
CERTIFICATE PAPER, A4 size	pack	20	50	1,000.00				
CERTIFICATE HOLDER, clear, A4 size	piece	100	40	4,000.00				
CLIP BACKFOLD, all metal, clamping 19 mm, 12 pcs/box	box	5	15	75.00				
CLIP BACKFOLD, all metal, clamping 25 mm, 12 pcs/box	box	10	30	300.00				
CLIP BACKFOLD, all metal, clamping 32 mm, 12 pcs/box	box	5	40	200.00				
CLIP BACKFOLD, all metal, clamping 50 mm, 12 pcs/box	box	5	75	375.00				
NOTE PAD, stick-on (2" x 3"), 100 sheets	pad	5	25	125.00				
NOTE PAD, stick-on (3" x 3"), 100 sheets	pad	5	55	275.00				
NOTE PAD, stick-on (3" x 4"), 100 sheets	pad	5	85	425.00				
CUTTER, steel, heavy duty, 18mm	piece	5	50	250.00				
PENCIL, lead with eraser, 1 dozen per box	box	5	120	600.00				
PENCIL SHARPENER, double holes, with waste container	piece	5	35	175.00				
CLIPBOARD, with cover, size long, leather, color green	piece	10	70	700.00				
ERASER, rubber	piece	10	15.3	153.00				
				59,328.00				
					TOTAL QUOTED AMOUNT IN WORDS:			

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.

IRENE MAE C. BALDOSANO
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 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.
3. Delivery period within 30 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. 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 Procurement	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 agencies as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7 NFCC 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. : _____

Signature over _____ Fax No. : _____

Printed Name of _____ Email Address: _____

Representative: _____

Position: _____ Date: _____