



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 Graduate School

UPLB BAC SECRETARIAT

BY:                      DATE: 8-29-23

SEP 04 2023 <sup>5pm</sup>

UPLB-RQ- 8-29-23-RFS  
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

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

Date August 07, 2023  
Fund Code: N602300  
MOP: Shopping  
Contact No: 9164495152  
Contact Person AARON N. OCAÑA/ anocana1@up.edu.ph

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	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Extension Cord	2+6-10m cord length	pc	12	1100	13,200.00				
2	Clearbook Folder	Clearbook folder, multicolor, 20 sheets, Long	pc	5	100	500.00				
3	Clearbook Refill Sheets	Clearbook refill sheets, 10 Sheets, Long	pc	5	80	400.00				
4	Moulding Tape	Super Strength Moulding Tape; 7/8 in x 15 ft	pc	10	700	7,000.00				
5	Bond Paper	A4 bondpaper 80GSM, 2500 sheets/5 reams	box	1	2000	2,000.00				
6	Battery	Double A Battery 2pcs/pack	pck	8	200	1,600.00				
7	Battery	Triple A Battery 2pcs/pack	pck	10	200	2,000.00				
8	Specialty pape	Specialty paper, 230gsm 8.5" x 11", 10s/pck	pck	20	70	1,400.00				
9	Pencil	Pencil with eraser 50pcs/box	box	2	300	600.00				
10	Sharpener	Mechanical; 71.12 mm x 114.3 mm (2.8 x 4.5 inches)	pc	4	500	2,000.00				
11	Correction Tape	15 Meters x 5mm	pc	20	50	1,000.00				
12	Calculator	3 x 11 x 15 cm; Extra large display	pc	2	500	1,000.00				
13	Label Stickers	Label stickers; 30mm x 20mm; 800pcs/roll	roll	1	70	70.00				
14	Storage Box	Multipurpose box storage with cover; 11" x 15 5/8" x 11"	pc	5	800	4,000.00				
15	Storage Box	Collapsible boxes with wheels and cover; 67x46x38 cm, 115L	pc	2	1100	2,200.00				
16	Scissors	Multi-Purpose Scissors; 7 in pointed	pc	5	150	750.00				
17	Marker	Whiteboard marker; Black	pc	10	75	750.00				
18	Table Name Holder	Acrylic Table Name Holder (12x4 inches, clear, 2mm thickness)	pc	20	250	5,000.00				
19	Certificate Holder	8.5" x 11"; Blue	pc	50.00	70	3,500.00				
20	Portfolio Folder	Portfolio Folder L-Type, A4 size, Clear	pc	50	23	1,150.00				
21	Notepad	Line Notepad, 80 sheets/pad, B5 size	pc	375	75	28,125.00				
22	Ballpen	Ballpoint pen 0.5mm, 30s/box	pc	375	30	11,250.00				

23	ID Card and Holder	Transparent ID card holder with lace (blue colored lace)	pc	375	50	18,750.00			
TOTAL ABC						108,245.00			
							TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

MR. ANDREW P. LICARDO  
BAC / 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.

AARON M. OCAÑA  
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 representative/s.

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

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 53.6)	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 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. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Signature over Printed

Name of Representative: \_\_\_\_\_

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

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

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