

## UNIVERSITY OF THE PHILIPPINES LOS BANOS

Los Banos, IV-A VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)

DME-CEAT

**UPLB BAC SECRETARIAT** BY: \_\_\_\_ DATE: 8 25 23 AUG 3 0 2023 - TIL UPLB-RO- 6-293-23-G9000 DEADLNE OF SUBMISSION DEADLINE OF

SUBMISSION:

Suppliers Name:	Date	August 16, 2023
	Fund Code:	8263600
	MOP:	4v2
	Contact No:	(049)530-0898
	Contact Person	Khendy SA. Bautista/ ksbautista4@up.edu.ph

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

- 1. 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.
- 2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.

  3. 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.
- 4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Puchase order (P.O.)
- Quotations exceeding the Appoved Budget for Contract shall be rejected.
   Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation

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	Office Supplies	A4 Laminating Film 125mic 100 sheets/pack (clear)	pack	1	450.00	450.00				
2	Office Supplies	Acetate Paper 100pcs per pack 0.25mm thick Short size	pack	1	300.00	300.00				
3	Office Supplies	Ball pen BLACK (50pcs/box)	box	1	700.00	700.00				
4	Office Supplies	Battery AA 4pcs/pack	pack	5	135.00	675.00				
5	Office Supplies	Battery AAA 4 pcs/pack	pack	5	150.00	750.00				
6	Office Supplies	Binder Clip 100mm (12pcs/box)	box	5	300.00	1,500.00				
7	Office Supplies	Binder Clip 19mm (12pcs/box)	box	5	60.00	300.00				
8	Office Supplies	Binder Clip 25mm (12pcs/box)	box	5	250.00	1,250.00				
9	Office Supplies	Binder Clip 50mm (12pcs/box)	box	5	200.00	1,000.00				
10	Office Supplies	Board Paper, Morrocan cover, A4 sized 10 sheets/pack color green	pack	10	85.00	850.00				
11	Office Supplies	Board Paper, Morrocan cover, A4 sized 10 sheets/pack color blue	pack	10	85.00	850.00				
12	Office Supplies	Board Paper, Morrocan cover, A4 sized 10 sheets/pack color yellow	pack	10	85.00	850.00				
13	Office Supplies	Board Paper, Morrocan cover, letter sized 10 sheets/pack color green	pack	10	85.00	850.00				
14	Office Supplies	Board Paper, Morrocan cover, letter sized 10 sheets/pack color blue	pack	10	85.00	850.00				
15	Office Supplies	Board Paper, Morrocan cover, letter sized 10 sheets/pack color yellow	pack	10	85.00	850.00				
16	Office Supplies	Bond Paper A3 80gsm	rm	3	800.00	2,400.00				
17	Office Supplies	Bond paper A4 80gsm	rm	15	250.00	3,750.00				
18	Office Supplies	Bond paper Letter size 80gsm	rm	10	230.00	2,300.00				
19	Office Supplies	Bond paper Legal size 80gsm	rm	10	260.00	2,600.00				
20	Office Supplies	Branded Chalk dustless	box	1	150.00	150.00				
21	Office Supplies	Branded and Brand New Binding/Punching Machine. Heavy duty machine	рс	1	9,600.00	9,600.00				
22	Office Supplies	Plastic ring binder 1/2"	рс	5	70.00	350.00				
23	Office Supplies	Plastic ring binder 2"	рс	5	100.00	500.00				
<b>24</b> 25	Office Supplies Office Supplies	Plastic ring binder 3" Retractable 9mm light duty	pc pc	5	100.00	500.00				
26	Office Supplies	knife snap-off blade cutter Ring Binder 3" D ring	рс	10	300.00	3,000.00				
27	Office Supplies	Sign here flag sticky notes 1INPO X 1.7 INPO 25.4mm x 43.2mm	рс	10	50.00	500.00				
28	Office Supplies	Stapler (Heavy duty, No.3(24/6)or No. 35(26/6) Staples	рс	5	240.00	1,200.00				

29	Office Supplies	Steno Notebook (40 leaves, 153mm x 228mm)	рс	10	300.00	3,000.00			
30	Office Supplies	Sticker paper A4 (10sheets per pack)(8.27:x 11.69")	рс	5	100.00	500.00			
31	Office Supplies	Sticky Notes 1.5" x2" 100sheets	рс	6	50.00	300.00			
32	Office Supplies	Sticky Notes2"x2"100sheets	рс	6	66.67	400.02			
33	Office Supplies	Sticky Notes 2"x3"	рс	6	75.00	450.00			
34	Office Supplies	Sticky Notes 3"x3"100sheets	рс	6	79.17	475.02		_1<	
35	Office Supplies	Sticky Notes 3"x5"100sheets	рс	6	83.33	499.98			
36	Office Supplies	Transparent Tape 25mm width Length 66mm	рс	10	100.00	1,000.00			
37	Office Supplies	White Board wall type with aluminum frame 3x4feet	рс	1	1,900.00	1,900.00			
38	Office Supplies	pencil soft non smudge with eraser No. 2 Medium	box	5	100.00	500.00			
39	Office Supplies	Branded and Brand new Paper cutter Size for A3	рс	1	1,000.00	1,000.00			
40	Office Supplies	Brown Envelope legal size 50 pcs/box	box	1	600.00	600.00			
41	Office Supplies	Certificate Holder A4 sized (Maroon)	рс	10	75.00	750.00			
42	Office Supplies	Certificate Holder Letter sized (Maroon)	рс	10	75.00	750.00			
43	Office Supplies	Clipboard	рс	5	150.00	750.00			
44	Office Supplies	File Folder tray organizer	рс	6	1,000.00	6,000.00			
45	Office Supplies	Gel ink pen Retractable Water resistant, smear proof, grip cushion, 0.5mm needle point BLACK	box	2	1,100.00	2,200.00			
46	Office Supplies	Gel ink pen Retractable Water resistant, smear proof, grip cushion, 0.5mm needle point BLUE	box	10	1,100.00	11,000.00			
47	Office Supplies	Gel ink pen Retractable Water resistant, smear proof, grip cushion, 0.5mm needle point RED	box	2	1,100.00	2,200.00			
48	Office Supplies	Highlighter different colors 12 in a box	box	2	600.00	1,200.00			
49	Office Supplies	Log Book long 500 leaves 7"x11	рс	5	150.00	750.00			
50	Office Supplies	Transparent Tape 2"thick	рс	10	100.00	1,000.00			
51	Office Supplies	Packing Tape 500mm 2inches thick brown color	рс	10	75.00	750.00			
52	Office Supplies	Paper Clip (No. 1 size)	box	5	25.00	125.00			
53	Office Supplies	Paper Clip (No. 2 size)	box	5	40.00	200.00			
54	Office Supplies	Plastic Ring Binder 1"	рс	5	80.00	400.00			
55	Office Supplies	Staple Wire No.(35 (26/6)(5000pcs/box)	box	10	50.00	500.00			
						78,575.02			
							TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

ANDREW P LICARDO

BAY 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.

Khendy SA Babusta

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.

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.

- 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.

Requ

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	1	/	/	/	/
2 PhilGEPS Registration Number	1	/	/	/	/
3 Professional license/ CV (consulting services)	SAME LINE ATTAC	1		/	
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	10.00		FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S ABOVE 50K

you on the Item at prices noted above.	
Tel. No. :	
Fax No. :	
Email Address:	
Date:	
•	Fax No. : Email Address: