

Request for Quotation/ Bid Form (Technical Specifications)

DME-CEAT

UPLB BAC SECRETARIAT
BY: ~~_____~~ DATE: 8/25/23
AUG 30 2023 - TIL 10AM
UPLB-RQ- B-293-23-G900
B-RQ
DEADLINE OF SUBMISSION

UPLB-RQ
DEADLINE OF SUBMISSION

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date	August 16, 2023
Fund Code:	8263600
MOP:	SVF
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.

Note:

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 Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. 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	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	pc	1	9,600.00	9,600.00				
22	Office Supplies	Plastic ring binder 1/2"	pc	5	70.00	350.00				
23	Office Supplies	Plastic ring binder 2"	pc	5	100.00	500.00				
24	Office Supplies	Plastic ring binder 3"	pc	5	100.00	500.00				
25	Office Supplies	Retractable 9mm light duty knife snap-off blade cutter	pc	5	100.00	500.00				
26	Office Supplies	Ring Binder 3" D ring	pc	10	300.00	3,000.00				
27	Office Supplies	Sign here flag sticky notes 11NPO X 1.7 INPO 25.4mm x 43.2mm	pc	10	50.00	500.00				
28	Office Supplies	Stapler (Heavy duty, No. 3(24/6) or No. 35(26/6) Staples	pc	5	240.00	1,200.00				

