

**UNIVERSITY OF THE PHILIPPINES**  
**LOS BANOS**  
 Los Banos, IV-A  
 VAT Reg. TIN: 060-864-006-00004

**Request for Quotation/ Bld Form (Technical Specifications)**  
**OFFICE OF THE VICE CHANCELLOR FOR COMMUNITY AFFAIRS**

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| <b>UNPLS BAC SECRETARIAT</b>                         |
| BY: <u>                    </u> DATE: <u>9-15-23</u> |
| <b>SEP 19 2023</b> <sup>5PM</sup>                    |
| <u>9-307-23-JES</u>                                  |
| <b>UNPLS BAC</b> PR 150165                           |
| <b>DEADLINE OF SUBMISSION</b>                        |
| DEADLINE OF SUBMISSION: <u>                    </u>  |

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

Date: August 30, 2023  
 Fund Code: NB37700  
 MOP: Shopping  
 Contact No: 536-3358  
 Contact Person: JEFFERSON N. DEOMANO

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

|    |          |  |     |     |          |          |  |  |  |
|----|----------|--|-----|-----|----------|----------|--|--|--|
| 1  | Holder   | Branded and Brand New Certificate holder/ jacket, A4 size  | pc  | 100 | 85.00    | 8,500.00 |  |  |  |
| 2  | Board    | Branded and Brand New Clipboard, PVC, Long   | pc  | 2   | 250.00   | 500.00   |  |  |  |
| 3  | Envelope | Branded and Brand New Mailing Envelope, white, 70gsm standard/ non-window; 500pcs/box  | box | 1   | 250.00   | 250.00   |  |  |  |
| 4  | Pen      | Branded and Brand New Gel Pen: Black Barrel Rollerball Pen 0.7mm; Ink characteristic: Quick-drying; 12 pcs box, good quality, known brand  | box | 3   | 1,080.00 | 3,240.00 |  |  |  |
| 5  | Pen      | Branded and Brand New Gel Pen: Blue Barrel Rollerball Pen 0.7mm; Ink characteristic: Quick-drying; 12 pcs box, good quality, known brand   | box | 3   | 1,080.00 | 3,240.00 |  |  |  |
| 6  | Pen      | Branded and Brand New Gel Pen: Red Barrel Rollerball Pen 0.7mm; Ink characteristic: Quick-drying; 12 pcs box, good quality, known brand  | box | 3   | 1,080.00 | 3,240.00 |  |  |  |
| 7  | Gun      | Branded and Brand New Glue Gun, Small #TB15; 220V; Wattage: 15 watts; 60Hz   | pc  | 4   | 250.00   | 1,000.00 |  |  |  |
| 8  | Glue     | Branded and Brand New Glue Stick Small size is 7.5", 6 pcs per pack  | pck | 20  | 40.00    | 800.00   |  |  |  |
| 9  | Box      | Branded and Brand New Storage Box 30L, with wheels for easy mobility; Made of plastic resins; High impact resistant; Extreme durability; Measurements: L52 x W40 x H33cm   | pc  | 3   | 600.00   | 1,800.00 |  |  |  |
| 10 | Paper    | Branded and Brand New Paper, multicopy, 80gsm, size: A4, 500sheets/ream  | rm  | 20  | 300.00   | 6,000.00 |  |  |  |
| 11 | Paper    | Branded and Brand New Paper, multicopy, 70gsm, size: A4, 500sheets/ream  | rm  | 20  | 275.00   | 5,500.00 |  |  |  |
| 12 | Charger  | Branded and Brand New Battery charger; includes 4x AA 2000mAh Rechargeable Batteries; Audio and Led Charging status indicators; Automatic swith off with timer control; Charges 2 or 4 AA or AAA Nihh batteries; Approx charging times AA 1300-2000mah 3~4 Hours; Approx charging times AAA 500-800mah | set | 1   | 2,500.00 | 2,500.00 |  |  |  |
| 13 | Pen      | Branded and Brand New Sign Pen: Blue, Retractable Rollerball Pen 0.7mm Hi-Techpoint V7 RT, Ink characteristic: Quick-drying; good quality, 12 pcs/box  | box | 3   | 900.00   | 2,700.00 |  |  |  |
| 14 | Pen      | Branded and Brand New Sign Pen: Black, Retractable Rollerball Pen 0.7mm Hi-Techpoint V7 RT, Ink characteristic: Quick-drying; good quality, 12 pcs/box   | box | 3   | 900.00   | 2,700.00 |  |  |  |
| 15 | Pen      | Branded and Brand New Sign Pen: Red, Retractable Rollerball Pen 0.7mm Hi-Techpoint V7 RT, Ink characteristic: Quick-drying; good quality, 12 pcs/box   | box | 3   | 900.00   | 2,700.00 |  |  |  |
| 16 | Holder   | Branded and Brand New Holder; acrylic stand; 12X3 Name Tag   | pc  | 2   | 350.00   | 700.00   |  |  |  |
| 17 | Holder   | Branded and Brand New Name tag holder; transparent   | pc  | 20  | 25.00    | 500.00   |  |  |  |

|                  |        |  |     |    |        |                  |                                      |  |  |  |
|------------------|--------|--|-----|----|--------|------------------|--------------------------------------|--|--|--|
| 18               | Holder | Branded and Brand New Plastic ID Case<br>PVC Name Badge 58mm x 90mm                      | pc  | 20 | 130.00 | 2,600.00         |                                      |  |  |  |
| 19               | Paper  | Branded and Brand New Sticker paper:<br>high-gloss; A4 size, White; 10s/pack             | pck | 50 | 80.00  | 4,000.00         |                                      |  |  |  |
| 20               | Paper  | Branded and Brand New Sticker paper:<br>Matte; A4 size, White; 10s/pack                  | pck | 50 | 80.00  | 4,000.00         |                                      |  |  |  |
| 21               | Board  | Branded and Brand New Vellum Board,<br>200GSM, A4, cream, 10pcs/pack                     | pck | 30 | 50.00  | 1,500.00         |                                      |  |  |  |
| 22               | Board  | Branded and Brand New Vellum Board,<br>200GSM, Legal (8-1/2" X 13"), White<br>10pcs/pack | pck | 30 | 50.00  | 1,500.00         |                                      |  |  |  |
| <b>TOTAL ABC</b> |        |  |     |    |        | <b>59,470.00</b> |                                      |  |  |  |
|                  |        |  |     |    |        |                  | <b>TOTAL QUOTED AMOUNT IN WORDS:</b> |  |  |  |

Reviewed and Checked By:

ANDREW P. LICARDO  
BAC TWG

Please quote at your government office (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.

JEFFERSON N. DEOMANO  
BUYER/ END USER

**TERMS AND CONDITIONS:**

- Price quotations 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 with complete 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 ink/lineations, erasure, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

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

| REQUIREMENTS  | Shopping<br>(Section 52) | Negotiated<br>Procurement-<br>Small Value<br>Procurement<br>(Section 53.8) | Negotiated<br>Procurement-<br>Lease of Real<br>Property or Venue<br>(Section 53.10) | Negotiated<br>Procurement-<br>Scientific, Scholarly or<br>Artistic Work, Exclusive<br>Technology and Media | Negotiated<br>Procurement-<br>Emergency<br>(Section 53.2) |
|---|--------------------------|--|---|--|---|
| 1 Mayor's/Business Permit   | /                        | /  | /   | /  | /   |
| 2 PhIGEPS Registration Number   | /                        | /  | /   | /  | /   |
| 3 Professional license/ CV (consulting services)                              | /                        | /  | /   | /  | /   |
| 4 PCAB License (for Infrastructure)   | /                        | /  | /   | /  | /   |
| 5 Income / Business tax returns (except for government agencies as<br>lessee) | /                        | /  | /   | /  | /   |
| 6 Omnibus Sworn Statement   | /                        | /  | /   | /  | /   |
| 7 NFCC for Infrastructure with ABC above Ph500k                               | /                        | /  | /   | /  | /   |

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 \_\_\_\_\_

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

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

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