

**UNIVERSITY OF THE PHILIPPINES
LOS BANOS**

VAT Reg. TIN: 000-864-006-00004

**Request for Quotation/ Bid Form (Technical Specifications)
CAFS/INSTITUTE OF CROP SCIENCE**

UPLB BAC SECRETARIAT
BY: _____ DATE: 10-12-23

OCT 16 2023 ^{5pm}

UPLB-RQ- 10-339-23-FES

DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: October 05, 2023
Fund Code: N9-301-21
MOP: SHOPPING
Contact No: 9310226611
Contact Person: JAYSON D. PALLERA
UPLB-Cross

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 <small>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements</small> | QUOTED UNIT PRICE | TOTAL QUOTED PRICE | EVALUATION (Leave this space blank. For BAC/Evaluators only) |
|----------|--------------------------|---|-----------------|-----|--|---|---|-------------------|--------------------|--|
| 1 | Ballpen | Ballpen ballpoint pen S-fine heavy duty black, 0.5mm | pc | 30 | 20.00 | 600.00 | | | | |
| 2 | Battery | Battery, AA ultimate lithium, 4pcs/pack | pck | 5 | 350.00 | 1,750.00 | | | | |
| 3 | Battery | Battery, AAA ultimate lithium, 4pcs/ pack | pck | 5 | 300.00 | 1,500.00 | | | | |
| 4 | Clear book | Clear book, plastic long | pc | 10 | 100.00 | 1,000.00 | | | | |
| 5 | Clear book | Clear book, plastic short | pc | 10 | 100.00 | 1,000.00 | | | | |
| 6 | Clip board | Clip board, A4 | pc | 10 | 100.00 | 1,000.00 | | | | |
| 7 | Correction tape | Correction tape, 30 meters, original | pc | 20 | 50.00 | 1,000.00 | | | | |
| 8 | Double adhesive tape | Double adhesive tape, 1in, 10 meters | pc | 10 | 100.00 | 1,000.00 | | | | |
| 9 | Envelope | Envelope, expanding, plastic A4 | pc | 50 | 20.00 | 1,000.00 | | | | |
| 10 | Envelope | Envelope, expanding, plastic long | pc | 50 | 20.00 | 1,000.00 | | | | |
| 11 | Extension cord | Extension cord, indoor, 3 prong, heavy duty, 30 meters, 3 gang outlet, flat cord # 16, wire | pc | 3 | 1,000.00 | 3,000.00 | | | | |
| 12 | File folder | File folder, organizer | pc | 10 | 400.00 | 4,000.00 | | | | |
| 13 | Folder | Folder with prepunch short | pc | 100 | 9.00 | 900.00 | | | | |
| 14 | Folder | Folder with prepunch legal | pc | 100 | 10.00 | 1,000.00 | | | | |
| 15 | L-shape folder | L-shape folder, plastic, assorted colors A4 (yellow, blue, pink, clear) | pc | 150 | 15.00 | 2,250.00 | | | | |
| 16 | Laminating film | Laminating film, A4, 125mm, 100s | pck | 6 | 700.00 | 4,200.00 | | | | |
| 17 | Memo pad | Memo pad, colored, 4in x 4in, 100sheets/pck | pck | 10 | 150.00 | 1,500.00 | | | | |
| 18 | Laminator machine | Laminator machine, A4, A-sub silver laminator, Power: AC 220-240V 50Hz, Equipment Power: 220W, Brand New, 6 months warranty | pc | 1 | 8,000.00 | 8,000.00 | | | | |
| 19 | Meter stick | Meter stick, wood, 1 meter | pc | 10 | 100.00 | 1,000.00 | | | | |
| 20 | PVC ID card paper | PVC ID card paper, printable, A4, 50 sets/ box | box | 2 | 2,500.00 | 5,000.00 | | | | |
| 21 | Paper clip | Paper clip, vinyl coated, 33mm, 100s | box | 10 | 80.00 | 800.00 | | | | |
| 22 | Bond Paper | Paper, bond, A4 (70gsm) 500 sheets/ream | rm | 30 | 200.00 | 6,000.00 | | | | |
| 23 | Bond Paper | Paper, bond, F4 (70gsm) 500 sheets/ream | rm | 10 | 250.00 | 2,500.00 | | | | |
| 24 | Bond Paper | Paper, bond, color green F4(70gsm) 500 sheets/ream | rm | 2 | 500.00 | 1,000.00 | | | | |

| | | | | | | | | | |
|------------------|-------------------------------------|--|-----|-----|----------|------------------|--|--|--|
| 25 | Bond Paper | Paper, bond, color yellow (70gsm) 500 sheets/ream | mm | 2 | 500.00 | 1,000.00 | | | |
| 26 | Pencil | pencil, yellow, #2, 12pc/box | box | 10 | 200.00 | 2,000.00 | | | |
| 27 | Permanent marker | Permanent marker, twin fine & extra fine point | pc | 50 | 90.00 | 4,500.00 | | | |
| 28 | permanent marker | Permanent marker, marker point style: bullet, ultra fine, black, red, blue 12pcs/box | box | 5 | 200.00 | 1,000.00 | | | |
| 29 | Record book | Record book, Big, 285mm x 177mm, 200 pages | pc | 30 | 100.00 | 3,000.00 | | | |
| 30 | Record book | Record book, Junior, 215mm x 139mm, 200 pages | pc | 60 | 60.00 | 3,600.00 | | | |
| 31 | Rubber band | Rubber band, 1.0mm thickness, 350g/box | box | 3 | 1,000.00 | 3,000.00 | | | |
| 32 | Scissor | Scissors, stainless steel, blade, thickness 2.5mm, size 215mm(8.5') | pc | 10 | 100.00 | 1,000.00 | | | |
| 33 | Sign here | Sign Here, 44x25 mm, 100 sheets | pck | 50 | 50.00 | 2,500.00 | | | |
| 34 | Sign pen | Sign pen, black | pc | 80 | 60.00 | 4,800.00 | | | |
| 35 | Sign pen | Sign pen, blue | pc | 100 | 60.00 | 6,000.00 | | | |
| 36 | Staple wire | Staple wire, #35 | box | 3 | 100.00 | 300.00 | | | |
| 37 | Stapler | Stapler with staple wire remover, heavy duty, #35 | pc | 5 | 200.00 | 1,000.00 | | | |
| 38 | Tape dispenser | Tape dispenser, stationary, heavy duty | pc | 2 | 1,000.00 | 2,000.00 | | | |
| 39 | Tape | Tape, transparent, 1 inch, 50m | pc | 30 | 20.00 | 600.00 | | | |
| | Deliver to Agronomy Building ICROPS | | | | | 0.00 | | | |
| TOTAL ABC | | | | | | 88,300.00 | | | |

Reviewed and Checked By: ANDREW P. LICARDO
BAC/TWG

JAYSON D. PALLERA
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 30 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 | / | / | FOR ABC'S |
| 6 Omnibus Sworn Statement | | FOR ABC'S ABOVE 50K | | | FOR ABC'S ABOVE |
| 7 NFCC for Infrastructure with ABC above Ph500k | | / | | | FOR ABC'S |

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: _____

Signature over Printed Name of Representative: _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____