



UNIVERSITY OF THE PHILIPPINES

LOS BANOS  
Los Banos, PVA  
VAT Reg. No. 006-564 008-00004

Request for Quotation/ Bid Form (Technical Specifications)  
INSTITUTE OF PLANT BREEDING

**UPLB BAC SECRETARIAT**  
BY: [Signature] DATE: 10-25-23  
**OCT 31 2023**  
**UPLB-RQ- 10 - 357-23-RES**  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-**  
**DEADLINE OF SUBMISSION:**

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

Date: October 10, 2023  
Fund Code: N932121  
MAOP: SHOPPING  
Contact No: 09150553919/vlunar@up.edu.ph  
Contact Person: Rona V. Lunar

Please quote your lowest price on the items 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 RO 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 <small>Suppliers must state here the detailed technical specifications of their offer against each of the individual requirements of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>Leave this space blank. For BAC Evaluators' use only.</small>
	Office Supplies and Devices									
1	Ballpen	Ballpen, 12pcs/box	box	4	350.00	1,400.00				
2	Binding ring	Binding ring, 21 hole, 12mm, 100pcs/lot	lot	2	1,400.00	2,800.00				
3	Binding ring	Binding ring, 21 hole, 8mm, 100pcs/lot	lot	2	950.00	1,900.00				
4	Bond paper	Bond paper, colored (blue), long, 5 reams (500 pcs./ream) per box	box	1	1,820.00	1,820.00				
5	Bond paper	Bond paper, colored (green), long, 5 reams (500 pcs./ream) per box	box	1	1,820.00	1,820.00				
6	Bond paper	Bond paper, colored (pink), long, 5 reams (500 pcs./ream) per box	box	1	1,820.00	1,820.00				
7	Bond paper	Bond paper, colored (yellow), A4 size, 5 reams (500 pcs./ream) per box	box	1	1,820.00	1,820.00				
8	Chalk	Chalk, assorted, dustless, non-toxic, 50pcs/box	box	2	150.00	300.00				
9	Chalk	Chalk, white, dustless, non-toxic, 50pcs/box	box	4	150.00	600.00				
10	Clip board	Clip board, wooden, Size: long 9x13 inches	pc	10	220.00	2,200.00				
11	Cork board	Cork board, 24x36in	pc	2	700.00	1,400.00				
12	Cutter blade	Cutter blade, heavy-duty, blade size: 18x100mm	pc	5	30.00	150.00				
13	Cutter	Cutter, heavy-duty, size: 18x100mm	pc	2	320.00	640.00				
14	Duct tape	Duct tape, 1 Inch, Width 25.4 mm	pc	5	160.00	800.00				
15	Envelope	Envelope, brown, long, 100pcs	box	1	260.00	260.00				
16	Fine-tip Marker	Fine-tip Marker, Black, retractable, 12pcs/box	box	2	1,200.00	2,400.00				
17	Fine-tip Marker	Fine-tip Marker, Blue, retractable, 12pcs/box	box	1	1,200.00	1,200.00				
18	Fine-tip Marker	Fine-tip Marker, Red, retractable, 12pcs/box	box	1	1,200.00	1,200.00				
19	Folder	Folder, L-type, A4 size, 12pcs.	pc	2	150.00	300.00				

20	Folder	Folder, L-type, long, 12pcs per pack	pck	2	150.00	300.00			
21	Glue	Glue, multi-purpose, 130g	pc	5	170.00	850.00			
22	Laminating Film	Laminating Film, Size: A4; 125 mic	pck	3	750.00	2,250.00			
23	Laminating Film	Laminating Film, Size: A4; 250 mic	pck	2	850.00	1,700.00			
24	Meter stick	Meter stick, wood, 6mm thick x 25.4mm wide	pc	2	200.00	400.00			
25	Multicopy Paper	Multicopy Paper, 100gsm A4 500s per ream all purpose for laser inkjet printers- high speed copiers fax machines) with whiteness index 167 CIE (indicted on packaging), 5ream/box	box	15	2,000.00	30,000.00			
26	Multicopy Paper	Multicopy paper, 80gsm A4 500s per ream all purpose for laser inkjet printers- high speed copiers fax machines) with whiteness index 167 CIE (indicted on packaging), 5ream/box	box	15	1,500.00	22,500.00			
27	Organizer	Desk file organizer, 3-Compartment File & Magazine Desktop Rack Holder Organizer Size: 30.3cm x 25.5cm x 30.1cm / 11.9" x 10" x 11.8" ( L X W X H)	pc	6	170.00	1,020.00			
28	Paper cutter	High Quality Paper Trimmer/ Cutter Wood & Metal from 10x10 Inch	pc	1	1,850.00	1,850.00			
29	Permanent Marker	Permanent Marker, Black, 12pcs./box, broad	box	5	550.00	2,750.00			
30	Permanent Marker	Permanent Marker, Blue 12pcs./box, broad	box	5	550.00	2,750.00			
31	Permanent Marker	Permanent Marker, Red 12pcs./box, broad	box	5	550.00	2,750.00			
32	Protractor	Protractor, 40, plastic, high quality	pc	2	140.00	280.00			
33	Rubber bands	Rubber bands, 350 grams per box	box	1	160.00	160.00			
34	Ruler	Ruler, stainless, double side, 30cm/12in	pc	4	500.00	2,000.00			
35	Scissors	Scissors, Stainless steel blades, Handles made of soft PP-TPR material, size: 8 inch	pc	4	200.00	800.00			
36	Sharpener	Sharpener, machine manual	pc	4	700.00	2,800.00			
37	Shipping tag	Shipping tag, size #1, eyelet, 10pt. cardstock, 1000/box	box	4	500.00	2,000.00			
38	Shipping tag	Shipping tag, size #3, eyelet, 10pt. cardstock, 1000/box	box	4	700.00	2,800.00			
39	Shipping tag	Shipping tag, size #5, eyelet, 10pt. cardstock, 1000/box	box	4	900.00	3,600.00			
40	Sign pen	Sign pen, black, 0.7mm tip size, metal tip, gel ink, 12pcs/box	box	1	1,600.00	1,600.00			
41	Sign pen	Sign pen, blue, 0.7mm tip size, metal tip, gel ink, 12pcs/box	box	1	1,600.00	1,600.00			
42	Staple gun tacker	Staple gun tacker, heavy duty, 4-8mm	pc	2	500.00	1,000.00			
43	Ruler	Steel ruler, 40"	pc	2	1,000.00	2,000.00			
44	Sticker Paper	Sticker Paper, 100pcs per pack, A4 size	pck	3	200.00	600.00			
45	Tacker staples	Tacker staples, size: (4-14mm, 5/32"-9/16")	box	2	600.00	1,200.00			
46	Tape flags	Tape flags with sign here, 50sheets/pack	pck	8	200.00	1,600.00			

47	Tape	Tape, 1inch, masking, Width 25.4 mm	pc	40	60.00	2,400.00			
48	Tape	Tape, 1inch, transparent, Width 25.4 mm	pc	10	40.00	400.00			
49	Tape	Tape, 2inch, masking, Width 50.8 mm	pc	20	100.00	2,000.00			
50	Tape	Tape, 2inch, transparent, Width 50.8 mm	pc	5	70.00	350.00			
51	Ultra Fine-tip Marker	Ultra Fine-tip Marker, Black, 12pcs./box	box	2	1,080.00	2,160.00			
52	Ultra Fine-tip Marker	Ultra Fine-tip Marker, Black, retractable, 12pcs./box	box	1	1,320.00	1,320.00			
53	Ultra Fine-tip Marker	Ultra Fine-tip Marker, Blue, retractable, 12pcs./box	box	1	1,320.00	1,320.00			
54	Ultra Fine-tip Marker	Ultra Fine-tip Marker, Red, retractable, 12pcs./box	box	1	1,320.00	1,320.00			
55	Whiteboard Marker	Whiteboard Marker, Black 12pcs./box, fine	box	2	650.00	1,300.00			
<b>TOTAL ABC</b>						<b>130,560.00</b>			
							TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

**ANDREW P. LICARDO**

BAC/INC

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.

**LUIS DANIEL V. YONZON**  
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 15 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 instructions, emenda, or overwriting shall be valid only if they are signed or intaped by you or any of your duly authorized representatives.

**Requirements for Suppliers (GPPR 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 53.8)	Negotiated Procurement- Emergency (Section 53.7)
1 Mayor's/Business Permit	/	/	/	/	/
2 PRIGEPS Registration Number	/	/	/	/	/
3 Professional/Technical CV (consulting services)	/	/	/	/	/
4 PCAB License (for infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 50K
7 NFDC for Infrastructure with ABC above 5000K	/	/	/	/	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: \_\_\_\_\_