

UNIVERSITY OF THE PHILIPPINES LOS BANOS

Los Banos, IV-A

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

Request for Quotation/ Bid Form (Technical Specifications)

CSPPS- College of Public Affairs and Development

UPLB BAC SECRETARIAT

BY: DATE: 11/3/23

NOV 09 2023 - TIL

UPPBBRIQ - 10-363-23- RES

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:HRMISSION:	

		SUBMISSI
Suppliers Name:	Date	Oct. 24,2023
	Fund Code:	N701434
	MOP:	Shopping
	Contact No:	536-3637
	Contact Person	Lenita T. Delos Reyes

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 Puchase order (P.O.).
- 5. Quotations exceeding the Appoved 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	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1		Assorted Color Paper (250s 80 GSM, Long)	pcs	8	360.00	2,880.00				
2		Ballpen, 0.5mm, Black (3pcs pack)	pcs	25	45.00	1,125.00				
3		Brown Envelope, 9x12 inch (50pcs pack)	pcs	4	260.00	1,040.00				
4	*	Training Bag (Canvass -cheese cloth), 16 x 14 inches, with customized print	pcs	70	175.00	12,250.00				
5		ID case - B5, Plastic Soft	pcs	70	28.00	1,960.00				
6	*	Customized ID lanyard, Polyester material, 36 inches long	pcs	70	200.00	14,000.00				
7	*	Aluminun laptop stand, Foldable , Adjustable height (6 positions) 55-155mm	pcs	20	228.00	4,560.00				
8		Manila Paper, 36x48 inch	pc	28	17.00	476.00				
9		Storage box (wheeled storage box; 50L Clear; 55.5x34.5x39cm)	pc	8	478.00	3,824.00				
10	*	Notebook with frosted cover (6 x 8.5in), 100 pages	рс	70	144.00	10,080.00				
11		Pencil Case, Snap Type, Vertical colored plastic)	рс	70	17.00	1,190.00				
12		Pouch Organizer, Transparent (22x17x5cm)	рс	70	77.00	5,390.00				
13		Specialty Paper (Board paper, 180gsm, A4, 10s)	рс	30	30.00	900.00				
14		Sticker Paper, A4 Label Sticker (150GSM) Matte, Glossy & Kraft A4 Inkjet Sticker (100 Sheets)	pcs	20	65.00	1,300.00				
	*	see photo for reference			TOTAL ABC	60,975.00				
							TOTAL QUOTED	AMOUNT IN	WORDS:	

Reviewed and Checked Bar

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.

LENITA T DELOS REYES
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 supplier
- 3. Delivery period within 14 calendar days.
- 4. Award of contract shall be made to the lowest quotation wich complies with the technical specifications, and other terms and conditon stated herein
- A. Award of contract shall be made to the lowest quotation with compiles with the technical specifications, and out
 UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
- 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

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

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REQUIREMENTS	Shopping	Negotiated	Negotiated	Negotiated	Negotiated
	(Section 52)	Procurement-	Procurement-	Procurement-	Procurement-
		Small Value	Lease of Real	Scientific, Scholarly	Emergency
		Procurement	Property or Venue	or Artistic Work,	(Section
		(Section 53.9)	(Section 53.10)	Exclusive	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 500K	/	,	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S ABOVE

After having care	, , refully read and accepted your General Conditions, I/We quote you on the spany:	Item at prices noted above.	
Address:		Tel. No. :	
		Fax No. :	
Signature over Printed Name of		Email Address:	
Position:		Date:	

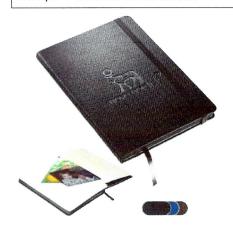
Sample training Tote bag (with customized design)



Sample Lace (customized design)



Sample frosted cover notebook



Sample aluminum stand

