

UNIVERSITY OF THE PHILIPPINES
LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 000-864-006-00004

Request for Quotation
College of Economics and Management

UPLB BAC SECRETARIAT
 BY: DATE: 11-17-23
NOV 21 2023 8pm
UPLB-RQ- 11-385-23-R45
DEADLINE OF SUBMISSION
UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: October 26, 2023
 Fund Code: N-932730
 MOP: SHOPPING
 Contact No: 049 538 2846
 Contact Person: Sherwin U. de Jesus
svdejesus@up.edu.ph

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 facsimile 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: _____

ITEM NO.	GENERAL NAME OF SUPPLIES/DEVICES	UNITED SPECIFICATIONS	UNIT OF MEASURE	QUANTITY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION (Indicate any deviation from the specifications of the contract in each of the individual items and in the total amount of the offer)	UNITED LINE PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank for BAC evaluation only)
1	Office Supplies and Devices	Branded and Brand New Multicopy paper, Long, 70gsm, substance 20, 500 sheets per ream, 5m/	box	3	1,300.00	3,900.00				
2	Office Supplies and Devices	Branded and Brand New Multicopy paper, 215.9mmx279.4mm, short, 70gsm, substance 20, 500 sheets per ream, 5m/box	box	3	1,100.00	3,300.00				
3	Office Supplies and Devices	Branded and Brand New Multicopy paper, 215.9mmx330.2mm, A4, 70gsm, substance 20, 500 sheets per ream, 5m/box	box	7	1,250.00	8,750.00				
4	Office Supplies and Devices	Branded and Brand New Parchment Paper for certificates A4 size, 10 pcs/pack	pack	3	800.00	2,400.00				
5	Office Supplies and Devices	Branded and Brand New Laminating Film, A4, 100pcs/ pack	pack	3	900.00	2,700.00				
6	Office Supplies and Devices	Branded and Brand New Photo paper, glossy, A4, 250gsm, 20 sheets/pack	pack	15	66.00	990.00				
7	Office Supplies and Devices	Branded and Brand New Ballpen, ball point pen, 12pc/box	box	25	180.00	4,500.00				
8	Office Supplies and Devices	Branded and Brand New Signpen, Black, Liquid or Gel 12pc/box	box	5	480.00	2,400.00				
9	Office Supplies and Devices	Signpen Blue Liquid or Gel 12pc/box	box	5	480.00	2,400.00				
10	Office Supplies and Devices	Restickable tape Yellow, Sign Here Flag tape 44x25mm	box	4	280.00	1,120.00				
11	Office Supplies and Devices	Stapler Standard type	pc	2	125.00	250.00				
12	Office Supplies and Devices	Staple wire standard	pc	5	50.00	250.00				
13	Office Supplies and Devices	Spiral Notebook 80 leaves	pc	200	40.00	8,000.00				
14	Office Supplies and Devices	Clip board A4	pc	12	75.00	900.00				
15	Office Supplies and Devices	Certificate holder A4	pc	50	45.00	2,250.00				
16	Office Supplies and Devices	Cartolina, assorted colors	pc	50	7.00	350.00				
17	Office Supplies and Devices	Pencil with eraser #2 12pc/box	box	25	144.00	3,600.00				

18	Office Supplies and Devices	Permanent marker, black 12pc/box	box	5	720.00	3,600.00			
19	Office Supplies and Devices	White board marker, black, 12pc /box	box	5	720.00	3,600.00			
20	Office Supplies and Devices	Multi purpose Scissors	pc	2	100.00	200.00			
21	Office Supplies and Devices	Plastic Envelope Transparent Long	pc	200	25.00	5,000.00			
22	Office Supplies and Devices	Plastic ID/name tag	pc	200	10.00	2,000.00			
23	Office Supplies and Devices	Manila Paper	pc	100	10.00	1,000.00			
24	Office Supplies and Devices	Colored papers, assorted colors	rm	3	716.00	2,148.00			
25	Office Supplies and Devices	Transparent tape, scotch tape, 150 meter long	pc	24	35.00	840.00			
26	Office Supplies and Devices	All purpose Glue, 130g	pc	6	150.00	900.00			
27	Office Supplies and Devices	Long Brown Envelope	pc	200	5.00	1,000.00			
TOTAL ABC						68,348.00			
							TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

ANA VERONICA S. EVANGELISTA 2023-0093
BAC TWG

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.

Sherwin U. de Jesus
BUYER/ENDER

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 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 initialed 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 Value (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 Board/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies tax lessee)	/	/	/	/	FOR BIDS ABOVE PH500K
6 Omnibus Sworn Statement	/	/	/	/	FOR BIDS ABOVE PH500K
7 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	FOR BIDS 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. : _____

Signature over Printed Name of Representative: _____ Fax No. : _____

Position: _____ Date: _____