



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

Request for Quotation/ Bid Form (Technical Specifications)
UPLB HOUSING OFFICE – OVCCA

UPLB BAC SECRETARIAT
BY: _____ DATE: 11/8/23
NOV 13 2023 - TIL 10AM
UPLB-RQ- 11-521-23-6000S
DEADLINE OF SUBMISSION

UPLB-RQ- 153215

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: October 03, 2023 4th Qtr
Fund Code: 8217400
MOP: SHOPPING
Contact No: 572-0500
Contact: B.I. TIBURAN

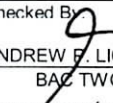
Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

- 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:

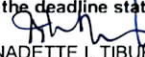
ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements OFFERED SPECIFICATION Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	BALLPEN	ballpoint, good quality, Black	pc	30	25.00	750.00				
2	BATTERY	rechargeable, size AA, alkaline, 2 pcs./packet, good quality	pack	4	250.00	1,000.00				
3	BATTERY	rechargeable, size AAA, alkaline, 2pcs./packet, Good quality	pack	6	250.00	1,500.00				
4	CADDY	Metal Caddy, File folder desktop organizer, Good quality	pc	10	700.00	7,000.00				
5	Certificate Holder	for certificates, diplomas, citations, 9" x 12", good quality	pc	30	100.00	3,000.00				
6	CLOCK Wall	Brand New Wooden Wall Clock with Retro Design, 11 Inches round, Battery Operated, Silent Non-Ticking, Big Arabic Numerals Dimensions: 11"W x 2"H	pc	2	2,800.00	5,600.00				
7	CONTAINER, Plastic	Storage Bins, Square Multi-Use Bins Built-In Handles, Clear, Large size, good quality	pc	10	900.00	9,000.00				
8	CORRECTION TAPE	roller type, 5x7mm, good quality	pc	15	80.00	1,200.00				
9	ENVELOPE	Business, mailing, white, ordinary, 102mm x 241mm (4" x 9-1/2"), 500s/box	box	1	750.00	750.00				

10	ENVELOPE	Expanding Envelope w/ String, Legal, Green, Dimension: 0.4 x 25 x 40 cm	pc	25	80.00	2,000.00			
11	FOLDER	Kraft paper, brown, size legal size, 100 pcs/bundle	bun	1	700.00	700.00			
12	MARKER	Permanent, Black ,good quality	pc	10	50.00	500.00			
13	PAPER CLIP	gem type, 33mm long vinyl coated 100s/box	box	10	100.00	1,000.00			
14	PAPER FASTENER	non-rust metal, hold 25mm thick file with prongs 70mm apart, 50sets/box	box	20	80.00	1,600.00			
15	PAPER	multicopy, substance 20, for laserjet printer, high speed copiers, 210mmx297mm, A4, 80g/m2, good quality	ream	20	240.00	4,800.00			
16	PAPER	color yellow, multicopy, substance 24, for laserjet printer, high speed copiers, A4 size, 80g/m2, good quality	ream	2	240.00	480.00			
17	PAPER	multicopy, substance 24, for laserjet printer, high speed copiers, 210mmx297mm, A4, 70g/m2, good quality	ream	20	240.00	4,800.00			
18	PAPER	vellum board paper, specialty board, 220gsm, A4 size, color white, 10pcs per pack	pack	10	80.00	800.00			
19	PAPER	post-it notes, tabs, flags,different colors, assorted and colorful, 400pcs/pack	pack	15	250.00	3,750.00			
20	PAPER	post-it notes, tabs, flags, with print PLS SIGN HERE, 100pcs/pack	pack	10	150.00	1,500.00			
21	PUNCHER	Brand New 2-Hole Heavy Duty Puncher With handle lock; Black Plastic Chip Tray; Side gauge with paper scale 7mm - Hole size 70mm - Hole Distance Capacity - 30 sheets	pc	5	400.00	2,000.00			
22	SIGNPEN	.4mm, Black, Hi-Techpoint V10 Grip , 12pcs/bx, Japan Made	box	10	750.00	7,500.00			
23	TAPE	scotch tape, 24mm (1") width, usable length of 50m	box	20	60.00	1,200.00			
24	PAPER CUTTER	Heavy Duty Paper Cutter Metal Base (A4 / B4 / A3 / A5 / B5 Size) Heavy Duty Sharp Blade Trimmer with holder Adjuster	pc	1	1,500.00	1,500.00			
25	STAPLE WIRE	#35 standard 70mm x 100mm 5000pcs. good quality, rust free	box	10	60.00	600.00			
TOTAL ABC						64,530.00			
							TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By


 ANDREW F. LICARDO
 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.


 BERNADETTE I. TIBURAN
 BUYER/ END-USER

TERMS AND CONDITIONS:

1. 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 supplies.
3. Delivery period within 14 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
5. 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)

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 500K	/	/	FOR ABC'S ABOVE
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k		/			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. : _____

Signature over Printed _____ Fax No. : _____

Name of _____ Email Address: _____

Position: _____ Date: _____