



UNIVERSITY OF THE PHILIPPINES
LOS BANOS
Los Banos, IV-A
VAT Reg. TN: 000-884-008-00004

Request for Quotation/ Bid Form (Technical Specifications)
DEPARTMENT OF SOCIAL SCIENCES / COLLEGE OF ARTS AND SCIENCES

UPLB BAC SECRETARIAT

BY: [Signature] DATE: 1-10-24

JAN 15 2024 ^{10am}

UPLB-RQ- 1-10-24-RES

DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: December 7, 2023
Fund Code: NS-323-23
MOP: SHOPPING
Contact No: 0970-236-7155
Contact Person: Anjanette S. H Rao

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 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 <small>Bidders must state how the offered technical specifications of their offer respond to each of the included requirements of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>Leave this space blank. For BAC/ Evaluators only!</small>
1	Manila paper	BRAND NEW Dimensions/size requirements: 80 x 55 mm	pc	25	10.00	250.00				
2	Cartolina	BRAND NEW Dimensions/size requirements: 724 x 572mm Physical characteristics: any color	pc	25	15.00	375.00				
3	Permanent marker	BRAND NEW Physical characteristics: Color: black	pc	20	50.00	1,000.00				

4	Permanent marker	BRAND NEW Detailed description: Physical characteristics: Color: red AH	pc	10	50.00	500.00				
5	Transparent tape	BRAND NEW Dimensions/size: 24 mm requirements: Physical characteristics:	pc	30	15.00	450.00				
6	Double-sided tape	BRAND NEW Dimensions/size: 24 mm	pc	30	15.00	450.00				
7	Tape dispenser	BRAND NEW Dimensions/size requirements: for 24mm size tape	pc	3	80.00	240.00				
8	Pencil	BRAND NEW Dimensions/size requirements: No.2 pencil w/ eraser Quantity per pack: 12pcs / box AH	box	4	50.00	200.00				
9	Eraser	BRAND NEW Physical characteristics: synthetic rubber Quantity per pack: 30 pcs / box AH	box	1	154.50	154.50				

10	Pencil sharpener	BRAND NEW Physical characteristics: big, manual, stainless steel w/ metal body	pc	1	250.00	250.00				
11	Scissors	BRAND NEW Dimensions/size requirements: 7 1/2 inch Physical characteristics: stainless steel	pc	4	50.00	200.00				
12	Glue	BRAND NEW Detailed description: Dimensions/size requirements: 120 or 130 grams Physical characteristics: white	pc	5	50.00	250.00				
13	Storage box	BRAND NEW Dimensions/size requirements: 71 x 54.5 x 40 cm Physical characteristics: with handle and lids	pc	5	700.00	3,500.00				
14	Stapler	BRAND NEW Dimensions/size requirements: 1/4 inch (6mm) in length Physical characteristics: standard size	pc	3	150.00	450.00				
15	Staple wire	BRAND NEW Dimensions/size requirements: No. 35 (standard type stapler)	box	15	30.00	450.00				

16	Notebook	BRAND NEW Dimensions/size requirements: A6-105mm x 145 mm Physical characteristics: spiral/spring	pc	1990	20.00	39,800.00				
17	Signpen	BRAND NEW Physical characteristics: Point/tip size: 0.5 mm; Color: black Quantity per pack: 12 pcs	pc	70	30.00	2,100.00				
18	Ballpen	BRAND NEW Physical characteristics: Point/tip size: 0.5mm Color: black Quantity per pack: 12 pcs	pc	1990	15.00	29,850.00				
19	Accordion	BRAND NEW Dimensions/size requirements: A4 size, legal size, long size Physical characteristics: w/ pockets and handles	pc	2	200.00	400.00				
20	Binder clips	BRAND NEW Dimensions/size requirements: 25mm Quantity per pack: 12 pcs/box	box	20	30.00	600.00				
21	Binder clips	BRAND NEW Dimensions/size requirements: 19 mm Quantity per pack: 12 pcs/box	box	15	20.00	300.00				

22	Paper clip	BRAND NEW Dimensions/size requirements: 50 mm Quantity per box approx 100 pcs/box	box	30	25.00	750.00				
23	Paper clip	BRAND NEW Dimensions/size requirements: 33 mm Quantity per box approx 100 pcs/box	box	20	18.00	360.00				
24	Expanding envelope	BRAND NEW Detailed description: Dimensions/size requirements: 22.5 x 9.8 cm Physical characteristics: brown	pc	60	15.50	930.00				
25	Sign here stickers	BRAND NEW Quantity per pack: 50- 100 pcs	pack	10	50.00	500.00				
26	Sticky notes	BRAND NEW Dimensions/size requirements: 76mm x 76mm	pc	20	30.00	600.00				
27	Correction tape	BRAND NEW Dimensions/size requirements: 4m	pc	24	21.00	504.00				

28	Desk file holder	BRAND NEW Dimensions/size requirements: 4.5 x 15 inch	pc	4	130.00	520.00				
29	Paper	BRAND NEW Dimensions/size requirements: A4 size Physical characteristics: bond paper, 80 gsm, multicopy	m	70	250.00	17,500.00				
30	Paper	BRAND NEW Dimensions/size requirements: legal size Physical characteristics: bond paper, 80 gsm, multicopy	m	10	300.00	3,000.00				
31	Envelope	BRAND NEW Dimensions/size requirements: Legal / Long (10 x 15 inch)	pc	30	8.00	240.00				
32	Letter tray	BRAND NEW Dimensions/size requirements: Size: A4/Long, metal iron mesh, 3 layers	pc	2	750.00	1,500.00				
33	Letter envelope	BRAND NEW Dimensions/size requirements: No. 10 Physical characteristics: Color: white Packaging: Quantity per pack: 10 pcs/pack	pack	10	30.00	300.00				

34	Clip board	BRAND NEW Dimensions/size requirements: 35 x 23 cm Physical characteristics: long	pc	10	100.00	1,000.00				
35	Ring binder machine	BRAND NEW Dimensions/size requirements: A4, long, legal size Physical characteristics: Maximum binding capacity: 500 sheets (80g paper)	pc	1	8,000.00	8,000.00				
36	Plastic ring binder	BRAND NEW Dimensions/size requirements: Comb size: 36mm	pc	50	10.00	500.00				
37	Cardstock	BRAND NEW Dimensions/size requirements: A4 size	pc	25	30.00	750.00				
38	Sticker paper	BRAND NEW Dimensions/size requirements: A4 Physical characteristics: Glossy Quantity per pack: 10 sheets/pack	pack	25	60.00	1,500.00				
39	Paper bag	BRAND NEW Detailed description: Dimensions/size requirements: 8.25 x 4.75 x 16.75 inch Quantity per pack: 100 pcs/pack	pack	10	200.00	2,000.00				

40	Vellum board	BRAND NEW Dimensions/size requirements: A4 Quantity per pack: 10 sheet/ pack	pack	5	45.00	225.00					
41	ID Lace	BRAND NEW Dimensions/size requirements: Length: 15 inch	pc	120	13.81	1,657.10					
42	Extension cord	BRAND NEW Dimensions/size requirements: 3 meters Physical characteristics: universal gang with surge protection and light indicator	pc	4	1,000.00	4,000.00					
43	ID Case	BRAND NEW Dimensions/size requirements: A6 size, CLEAR Att ✓	pc	120	130.00	15,600.00					
TOTAL ABC						143,705.10					
							TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By:

[Signature]
DIANA L. MANSUEZ
BAC TWG

Please quote at your government price (including VAT) and state 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.

[Signature]
ANGELITA DELA ROSA
BUYER - END USER

TERMS AND CONDITIONS:

- Price quotation shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to ensure 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 interrelations, ensure, or overwriting shall be void only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements for Suppliers (GPPB Resolution No. 24-2017)

REQUIREMENTS	Issuing Checklist (C)	Registered Procurement Agent/ Value Procurement (Section 33.9)	Registered Procurement Lease of Real Property or Vehicle (Section 33.10)	Registered Procurement Specialist, Scalable or Artistic Work, Exclusive Technology and Media Services (Section 33.6)	Registered Procurement Emergency (Section 33.2)
1. Micro/Business Plan					
2. PROCEPS Reference Number					
3. Professional License (if rendering services)					
4. PCMS License (for administrative)					
5. Invoice / Receipts for release (except for government agencies as issuer)		FOR ABC'S ABOVE			FOR ABC'S ABOVE
6. Omnibus Search Statement		FOR ABC'S ABOVE			FOR ABC'S ABOVE
7. NPCC by applicable units ADC above Paddis					FOR ABC'S ABOVE

After having carefully read and accepted your General Conditions, PWe quote you on the items at prices noted above.

Name of the Company: _____

Address: _____

Signature over Printed Name of Representative: _____

Position: _____

Tel. No.: _____

Fax No.: _____

E-mail Address: _____

Date: _____