

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

Request for Quotation/ Bid Form (Technical Specifications)

END-USER
IRNR-CFNR

UPLB BAC SECRETARIAT

BY: [Signature] DATE: 3-22-24

MAR 26 2024 ^{Pam}

UPLB-RQ- 3-106-24-PES
DEADLINE OF SUBMISSION

UPLB-RQ-CFNR

DEADLINE OF SUBMISSION:

Date: MARCH 8, 2024
Fund Code: N9-336-22
MOP: SHOPPING
Contact No: 536-5314
Contact Person: Glenda C. Alcachupas

Note

- Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do
- 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
- Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase
- 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:

RFQ for PR

ITEM #	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	Qty.	Unit of Issue	Estimated Unit Cost	Estimated Total Cost	OFFERED SPECIFICATIONS Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements.	UNIT PRICE	TOTAL COST	EVALUATION (Leave this space blank: For BAC/ Evaluators only)
1	Office Supplies	Triple super heavy Duty Battery 2 pc/pck	10	pck	350.00	3,500.00				
2		Double super heavy Duty Battery 2 pc/pck	10	pck	300.00	3,000.00				
3		A4 size paper all-purpose 5's/box 70gsm	17	Box	1,300.00	22,100.00				
4		Ballpen(black & blue) OG.5	100	Pc	10.00	1,000.00				
5		Duct tape High Grade Tape 2"x10 yard	5	Pc	60.00	300.00				
6		ID HOLDER (A6)	150	Pc	50.00	7,500.00				
7		ID LACE	150	Pc	30.00	4,500.00				
8		NOTEBOOK kraft 21.08cm x 13.97 cm A5 SIZE 60 ivory pages	80	pc	30.00	2,400.00				
9		permanent marker(12pcs/box)	5	Box	450.00	2,250.00				
10		white board marker(12pcs/box)	5	Box	650.00	3,250.00				
11		Ribbon 1 inch white satin (1 roll)	5	In	80.00	400.00				
12		Ribbon 1 inch yellow satin (1 roll)	5	In	80.00	400.00				
13		Ribbon 2.5 inch blue satin (1 roll)	5	In	200.00	1,000.00				
14		different light color cartolina	50	Pc	15.00	750.00				
15		double sided tape 1"10m high quality	5	Pc	25.00	125.00				
16		long brown envelope	100	Pc	10.00	1,000.00				
17		manila paper	100	Pc	7.00	700.00				
18		masking tape 1/2"20m	15	Pc	20.00	300.00				
19		paper clip vinyl coated asstd. Colors 50mm (jumbo) approx. 70 pcs/box	15	Box	50.00	750.00				
20		vellum paper specialty paper 120gsm 10 sheets	15	pck	80.00	1,200.00				
					TOTAL ABC:	P56,425.00	TOTAL AMOUNT:	P0.00		

Reviewed and Checked By:

ANDREW P. 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

Blenda G. Alcachupas
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
3. Delivery period within 15 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	Negotiated	Negotiated Procurement-	Negotiated Procurement- Scientific, Scholarly	Negotiated Procurement-
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
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 500K
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 on the Item prices noted above.

Name of the Company:

Address:

Tel. No. :

Signature over Printed

Name of Representative:

Fax No. :

Email Address

Position:

Date: