

UPLB BAC SECRETARIAT

BY: [Signature] DATE: 4-2-24

APR 08 2024 <sup>10am</sup>

UPLB-RQ- 4-115-24-RES  
DEADLINE OF SUBMISSION



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 000-884-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
Dept. of Engineering Science, CEAT

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_

Date: March 06, 2024  
Fund Code: N9B3332  
MOP: Shopping  
Contact No: 09291731599  
Contact Person: Joshua A. Reyes

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 <small>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Ballpen	1.0mm tip liquid ink rollerball pen, black, 50 pcs/box	box	5	300.00	1,500.00				
2	Ballpen	1.0mm tip, liquid ink rollerball pen, red, 50 pcs/box	box	5	300.00	1,500.00				
3	Battery	Battery, AAA, Lithium-Ion, 1.5 V, 40 pcs/box	box	2	1,000.00	2,000.00				
4	Battery	Battery, AA, Lithium-Ion, 1.5 V, 40 pcs/box	box	2	1,000.00	2,000.00				
5	Binder clip	2.0", metal, black, 12 pcs/box	box	10	100.00	1,000.00				
6	Binder clip	1.5", metal, black, 12 pcs/box	box	10	100.00	1,000.00				
7	Binder clip	1 1/4", metal, black, 12 pcs/box	box	10	100.00	1,000.00				
8	Bond paper A4	Multicopy Paper A4 (8.27" x 11.69"), 80 Gsm A4 500 Sheet/Ream All Purpose (For Laser/Ink-Jet Printers High-Speed Copiers Fax Machines)	rm	20	400.00	8,000.00				
9	Clear Book	Clear, Opaque Plastic, refillable, 345 mm x 235 mm x 0.5 mm (legal size), 0.04 mm Pocket Thickness, 20 pockets/pc	pc	10	400.00	4,000.00				
10	Copy paper short	Multicopy Paper short (8.5" x 11"), 80 Gsm short 500 Sheet/Ream All Purpose (For Laser/Ink-Jet Printers High-Speed Copiers Fax Machines)	rm	10	400.00	4,000.00				
11	Correction tape	Correction Tape with protective cap, Single line tape, 8 m length, 5 mm width, white opaque,	pc	10	50.00	500.00				

12	Envelope	plastic, transparent, clear, long	pc	20	150.00	3,000.00	✓			
13	Envelope	Paper, brown, long	pc	10	100.00	1,000.00	✓			
14	Folder	Paper, white, short	pc	10	100.00	1,000.00	✓			
15	Glue	Multi-purpose Glue, safe, non-toxic, squeeze-type bottle with twist cap dispenser, 225 g	pc	5	150.00	750.00	✓			
16	Sign pen	0.5 mm tip, fine tip with cap, black	pc	15	300.00	4,500.00				
17	Sign pen	0.5 mm tip, fine tip with cap, blue	pc	15	300.00	4,500.00				
18	Masking tape	beige masking tape, 24 mm, 50 m length	pc	20	200.00	4,000.00	✓			
19	Paper Clip	Vinyl Coated, assorted colors, No. 50, 50 mm length, 100 pcs/box	box	5	200.00	1,000.00	✓			
20	Paper fastener	Paper fastener, plastic, 7 cm, assorted colors, 50 pcs/box	box	5	250.00	1,250.00	✓			
21	Pencil	Pencil No.2 with eraser, Medium, 2 mm Graphite diameter, 12 pcs/box	box	5	200.00	1,000.00	✓			
22	Permanent marker	Fine, felt tip, 1.5 mm, black, length: 13.5", 12 pcs/box	box	5	500.00	2,500.00	✓			
23	Permanent marker	Ultra-fine point, felt tip, 0.5 mm, black, length: 13.7cm, 12 pcs/box	box	5	500.00	2,500.00	✓			
24	Re-stickable paper	assorted neon colors, 3 x 3 inches, 45 sheets/pc	pc	10	200.00	2,000.00	✓			
25	Printer Ink	Epson 104 4-color Multipack Ink Bottle Set for Ecotank Printers, 260 mL	set	8	2,000.00	16,000.00	✓			
26	Record book	Long, 7.1" x 0.5" x 11.2", with page number, 300 Pages	pc	30	100.00	3,000.00	✓			
27	Record book	Long, 7.1" x 0.5" x 11.2", with page number, 500 pages	pc	30	100.00	3,000.00	✓			
28	Rubber band	Rubber band, round, big, 1.0 mm thickness, No. 18, 350 g/ box	box	10	100.00	1,000.00	✓			
29	Rubber band	All purpose, flat, 1.0 mm thickness, No. 18, 350 g/box	box	10	200.00	2,000.00	✓			
30	Scissors	Scissors, Symmetrical, Heavy Duty 9 Inches Long, Stainless Steel with Plastic handle	pcs	8	100.00	800.00	✓			
31	Staple wire	26/6 metal wire for anti-corrosion, 12.7 mm width, 6.0 mm leg length, 0.4 mm thickness, 1000 staples per box	box	10	100.00	1,000.00	✓			
32	Staple wire	23/10 metal wire for anti-corrosion, 13.0 mm width, 13.0 mm leg length, 0.6 mm thickness, 1000 staples per box	box	10	100.00	1,000.00	✓			
33	Transparent Tape	Transparent tape, 24 mm x 50 mm, 0.04 mm thickness, clear	pcs	45	60.00	2,700.00	✓			

34	Whiteboard	double sided magnetic white board 90cmx120cm	pcs	3	3,000.00	9,000.00				
36	Whiteboard eraser	Whiteboard eraser, Eraser Felt For Blackboard And Whiteboard	box	20	50.00	1,000.00				
37	Whiteboard marker	fine point, black, 1.5 mm tip, length: 13.7cm, 12 pcs/box	box	10	400.00	4,000.00				
						<b>100,000.00</b>				

Reviewed and Checked By:

*[Signature]*  
 Mr. Andrew P. Licardo  
 BAC TWG

Please quote at your government office (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.

*[Signature]*  
 Joshua A. Reyes  
 BUYER/ END-USER

**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 30 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 initiated by you or any of your duly authorized representatives.

**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 50K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 50K
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 Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_