



UPLB BAC SECRETARIAT
BY: [Signature] DATE: 4-17-20
APR 24 2024 ^{10am}
4-138-24-125
UPLB-RQ- DFBS-CFNR
DEADLINE OF SUBMISSION: [Blank]

Suppliers Name: _____

Date: December 04, 2023
Fund Code: N932422
MOP: SHOPPING
Contact No: 0959611902
Contact Person: Dr. Lerna S.J. Maldia

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
 - 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, 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 could state here the detailed technical specifications of their offer against each of the technical parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
1	Gel Pen	0.5mm, Extra Fine Gel Pen, Roller Ball, Retractable, Black 12 pcs/box	box	4	1,500.00	6,000.00			
2	Gel Pen	0.5mm, Extra Fine Gel Pen, Roller Ball, Retractable, Blue 12 pcs/box	box	3	1,500.00	4,500.00			
3	Gel Pen	0.5mm, Extra Fine Gel Pen, Roller Ball, Retractable, Red 12 pcs/box	box	3	1,500.00	4,500.00			
4	Comb Binding Ring	A4 Plastic Comb Binding Ring 100Pcs (12 mm size)(Black)	box	5	500.00	2,500.00			
5	Comb Binding Ring	A4 Plastic Comb Binding Ring 100Pcs (15 mm size)(Black)	box	5	600.00	3,000.00			
6	Comb Binding Ring	A4 Plastic Comb Binding Ring 100Pcs (8 mm size)(Black)	box	5	350.00	1,750.00			
7	Battery	AA Heavy Duty Battery, 4pcs/Pack	pack	20	120.00	2,400.00			
8	Binder Clip	Binder clip, 1 1/4"width, 12 dozen/box	box	10	75.00	750.00			
9	Binder Clip	Binder clip, 2"width, 12 dozen/box	box	10	120.00	1,200.00			
10	Calculator	Calculator 12 Digits	unit	3	1,200.00	3,600.00			
11	Clear Book Display	Clear Display Book, A4 Size, 100 Pockets	pcs	10	200.00	2,000.00			
12	Clipboard	Clipboard A4, Acrylic	pc	5	150.00	750.00			
13	Coin Envelope	Coin Envelope 500 pcs Size No. 1 Kraft Brown 2.25 in. x 3.5 in.	pack	1	175.00	175.00			
14	Colored Bond Paper	Colored Bond Paper, Legal, Green, 500/ream	ream	5	320.00	1,600.00			
15	Colored Push Pins	Colored Push Pins, with casing, 100 push pins/pack	pack	6	75.00	450.00			
16	Cork Bulletin Board	Cork Bulletin Board, Wooden Frame With Push pin and rope, 40x60cm	pcs	2	400.00	800.00			
17	Correction Tape	Correction Tape	pcs	25	18.00	450.00			
18	Cutter	Cutter, Heavy Duty, 18 mm	pcs	4	375.00	1,500.00			
19	Cutter Blades	Cutter Blades, Heavy Duty, 18mm, 10pcs/pack	pack	2	30.00	60.00			
20	Desk Organizer	Desk Organizer, Metal, Black	pc	7	250.00	1,750.00			
21	Desk tray	Desk Tray Office Organizer 3-Tier Mesh, Black, Metal, 30cm x 35cm x 30cm	pcs	10	700.00	7,000.00			
22	Double sided Tape	Double Sided Tape, 1-1/2 X 10M	pc	15	60.00	900.00			
23	Double sided Tape	Double Sided Tape, 1/2 X 10M	pc	20	25.00	500.00			
24	Duct Tape	Duct Tape 48 mm X 25 m, roll	roll	15	180.00	2,700.00			
25	Embossing Tape	Embossing tape for Labeler printer 8 mm x 3 m, 5 pcs/pack	pack	5	200.00	1,000.00			
30	Extension Cord	Extension Cable Cord with Individual Switch 6 Gang 1.83 meter wire	pcs	5	800.00	4,000.00			
31	Expanding Folder	File A4-Paper Expanding File Folder Pockets Clear Book	pcs	10	250.00	2,500.00			

32	File Holder Organizer Box	File Holder Organizer Box, 15.5 x 4.5 x 9.5"	pcs	10	250.00	2,500.00			
33	Scissors	General Purpose Scissors, Stainless Steel	pcs	10	50.00	500.00			
34	Glue	Glue, Multi Purpose, 130g	pcs	5	60.00	300.00			
35	Heavy Duty Scissors	Heavy Duty Scissor, Multi-posed, Titanium coated, cutting scissors	pcs	10	250.00	2,500.00			
36	Highlighter	Highlighter Neon Colors, assorted, pack of 6	pack	3	400.00	1,200.00			
37	Ink Pads	Ink Pads	pcs	3	40.00	120.00			
38	Ink Refill	Ink Refill For Marker, Black (Permanent)	bot	5	100.00	500.00			
39	Ink Refill	Ink Refill For Marker, Blue (Permanent)	bot	5	100.00	500.00			
40	Ink Refill	Ink Refill For Marker, Red (Permanent)	bot	5	100.00	500.00			
41	L Folder	L Folder, (Blue (A4)), 12 pcs/pack	pack	10	70.00	700.00			
42	L Folder	L Folder, (White (A4)), 12 pcs/pack	pack	20	70.00	1,400.00			
43	L Folder	L Folder, (Yellow (A4)), 12 pcs/pack	pack	10	70.00	700.00			
44	Label Marker	Label Maker Manual Label Printer, Blue, Suit for: 8mm 3D label tape	piece	2	850.00	1,700.00			
45	Laminating Film	Laminating Film Short, 250 microns 100 sheet/pack	pack	1	1,000.00	1,000.00			
46	Laminating Film	Laminating Film A4, 250 microns 100 sheet/pack	pack	2	1,000.00	2,000.00			
47	masking Tape	Masking Tape, 24 Mm, 50 M	pcs	30	50.00	1,500.00			
48	masking Tape	Masking Tape, 48Mm, 50 M	pcs	15	75.00	1,125.00			
49	Date Stamp	Mint Date Stamp Self-Inking Rubber Stamp Stationery Business Office	pcs	4	200.00	800.00			
50	Binder Clip	Multipurpose Binder Clips, Rose Gold/Silver / Gold, ((6 pcs/32mm, 23 pcs/25mm, 24pcs/18mm)/pack)	box	4	250.00	1,000.00			
51	Note Pad	Note Pad, stick-on (2"x3"), 100 sheets per pad 50mm x 75mm	pad	5	25.00	125.00			
52	Note Pad	Note Pad, stick-on (3"x3"), 100 sheets per pad 76mm x 76mm	pad	5	55.00	275.00			
53	Note Pad	Note Pad, stick-on (3"x4"), 100 sheets per pad 50mm x 100mm	pad	5	85.00	425.00			
###	Notebook	Notebook, Transparent Softcover Spiral, A5, 80 Sheets	pcs	15	50.00	750.00			
###	Paper Cutter	Paper Cutter A3, Metal Base	piece	2	1,300.00	2,600.00			
###	Pencil	Pencil, lead, w/eraser, wood cased hardness: #2	box	5	110.00	550.00			
###	Marker	Permanent Marker, Single Tip, Broad, Black, 12 Pcs/Box	box	3	600.00	1,800.00			
54	Marker	Permanent Marker, Single Tip, Broad, Blue, 12 Pcs/Box	box	3	600.00	1,800.00			
55	Marker	Permanent Marker, Single Tip, Broad, Red, 12 Pcs/Box	box	3	600.00	1,800.00			
56	Marker	Permanent Marker, Single Tip, Ultra Fine Tip Point, Black, 12 Pcs/Box	box	3	600.00	1,800.00			
57	Marker	Permanent Marker, Single Tip, Ultra Fine Tip Point, Blue, 12 Pcs/Box	box	3	600.00	1,800.00			
58	Marker	Permanent Marker, Single Tip, Ultra Fine Tip Point, Red, 12 Pcs/Box	box	3	600.00	1,800.00			
59	Photo Paper	Photo Paper High Gloss 180gsm A4 20 Sheets per Pack	pack	10	250.00	2,500.00			
60	Expendable Envelope	Plastic Expendable envelope with divider, Long W/ String	pcs	5	200.00	1,000.00			
61	Price Label Paper	Price Label Paper Tag Mark Sticker, 500 pcs/roll (Green)	pcs	4	50.00	200.00			
62	Price Label Paper	Price Label Paper Tag Mark Sticker, 500 pcs/roll (Orange)	pcs	4	50.00	200.00			
63	Price Label Paper	Price Label Paper Tag Mark Sticker, 500 pcs/roll (Pink)	pcs	4	50.00	200.00			
64	Price Label Paper	Price Label Paper Tag Mark Sticker, 500 pcs/roll (Red)	pcs	4	50.00	200.00			
65	Price Label Paper	Price Label Paper Tag Mark Sticker, 500 pcs/roll (Yellow)	pcs	4	50.00	200.00			
66	Record Book	Record Book 7.75x 12.5in 70gsm, 150 pages	pcs	20	90.00	1,800.00			
67	Rollerball pen	Rollerball Pen V5 Hi-techpoint, Black, 0.5	pc	10	80.00	800.00			
68	Rollerball pen	Rollerball Pen V5 Hi-techpoint, Blue, 0.5	pc	5	80.00	400.00			
69	Rollerball pen	Rollerball Pen V5 Hi-techpoint, Red, 0.5	pc	5	80.00	400.00			

70	Pencil Sharpener	Rotary Pencil Sharpener 8mm	pcs	4	350.00	1,400.00		
71	Eraser	Rubber Eraser	pcs	15	10.00	150.00		
72	Ruler	Ruler, Plastic, 450 Mm (12")	pcs	5	25.00	125.00		
73	Scientific Calculator	Scientific Calculator, blue	piece	2	1,800.00	3,600.00		
74	Scientific Calculator	Scientific Calculator, pink	piece	2	1,800.00	3,600.00		
75	Scotch Tape	Scotch Tape Dispenser For small & big roll tape	piece	3	200.00	600.00		
76	Sign here	Sign Here' Message Flags, .5" Wide, Assorted Colors, 120 Flags/Pack	pack	20	50.00	1,000.00		
77	Sign Pen	Sign Pen, Black, High Tech Pen 0.5 Mm Needle Tip, 12 pcs/box	box	4	780.00	3,120.00		
78	Sign Pen	Sign Pen, Blue, High Tech Pen 0.5 Mm Needle Tip 12 pcs/box	box	2	780.00	1,560.00		
79	Sign Pen	Sign Pen, Red, High Tech Pen 0.5 Mm Needle Tip 12 pcs/box	box	3	780.00	2,340.00		
80	Puncher	Single Hole Puncher, heavy duty	pcs	3	70.00	210.00		
81	Specialty Board Paper	Specialty/Board Paper, Pale Cream 200gsm, 10 sheets/pack	pack	20	40.00	800.00		
82	Specialty Board Paper	Specialty/Board Paper, White200gsm, 10 sheets/pack	pack	20	40.00	800.00		
83	Stacking Tray	Stacking Tray, 40cm Width,30cm height,11cm, large, plastic, rectangular, perforated, with handle	pc	20	150.00	3,000.00		
84	Staple Remover	Staple Remover Plier Type, heavy duty	pcs	2	75.00	150.00		
85	Stapler	Stapler, Heavy Duty	pcs	4	650.00	2,600.00		
86	Staples	Staples, 6mm (1/4"), 5000 staples/box	box	3	70.00	210.00		
87	Sticker Paper	Sticker Paper by 10's, A4, Glossy	pack	15	50.00	750.00		
88	Sticker Paper	Sticker Paper by 10's, A4, Satin	pack	15	75.00	1,125.00		
89	Sticky Notes	Sticky Notes, Transparent (7.5 X 7.5) 50 pcs, (removable) waterproof self-adhesive	pad	5	50.00	250.00		
90	Storage Box	Storage box, clear, 50 L with handle	pcs	15	480.00	7,200.00		
91	Storage Box	Storage box, clear, 95 L with handle	pcs	15	850.00	12,750.00		
92	Tape	Tape Transparent, 24 Mm, 50 M	roll	20	30.00	600.00		
93	Tape	Tape Transparent, 48 Mm, 50 M	roll	15	50.00	750.00		
94	Extension Cord	Travel Extension Cord - 3 meters, 3-Gang Portable	pcs	10	150.00	1,500.00		
95	Permanent Marker	Twin Tip Permanent Marker (Black)	pcs	10	120.00	1,200.00		
96	Permanent Marker	Twin Tip Permanent Marker (Blue)	pcs	10	120.00	1,200.00		
97	Permanent Marker	Twin Tip Permanent Marker (Red)	pcs	10	120.00	1,200.00		
98	Permanent Marker	Twin Tip Permanent Markers, Fine and Ultra Fine, Assorted Colors, 8 Count	pack	4	500.00	2,000.00		
99	Point Markers	Ultra Fine Point Markers, 12 colors/pack	pack	3	600.00	1,800.00		
100	Adapter	Universal Socket Adapter / Adaptor 10A 250V	pcs	25	70.00	1,750.00		
101	Paper Clip	Vinyl Coated Paper Clip 50mm, 100 pcs/box	pack	2	75.00	150.00		
102	Wall Clock	Wall Clock 10 inches, Round, Decorative for Home Bedroom Living Room Office	unit	3	400.00	1,200.00		
103	White Board	White Board 2 Sided Magnetic Whiteboard Set 90*120CM with Stand Mobile on Durable Quality Wheels	pcs	1	8,000.00	8,000.00		
104	White Board Eraser	Whiteboard Blackboard Eraser Dry Erase	pcs	5	25.00	125.00		
105	White Board Marker	Whiteboard Magnet, Multicolor, 30 mm, 10 pcs/pack	pack	5	100.00	500.00		
106	White Board Marker	Whiteboard Marker Fine, Black, 12/box	box	2	800.00	1,600.00		
107	White Board Marker	Whiteboard Marker, Fine, Blue 12/box	box	1	800.00	800.00		
108	White Board Marker	Whiteboard Marker, Fine, Red 12/box	box	1	800.00	800.00		
TOTAL ABC						174,820.00		

Reviewed and Checked By:

ANDREW P. LICARDO
BAC/WIG

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.

LEENA S.J. MALDIA
BUYER/ END-USER

TERMS AND CONDITIONS:

- Price quotation/s 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 representatives.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.8)	Negotiated Procurement- Lease of Real Property or Venue (Section 53.10)	Negotiated Procurement- Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.8)	Negotiated Procurement- Emergency (Section 53.2)
1 Mayor's Business Permit	/	/	/	/	/
2 PHGEPS 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 ABCS ABOVE 500K	/	/	FOR ABCS ABOVE 50K
6 Omnibus Sworn Statement	/	FOR ABCS ABOVE 50K	/	/	FOR ABCS ABOVE 500K
7 NFCC for Infrastructure with ABC above Ph500k	/	/	/	/	FOR ABCS 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: _____

Signature over Printed Name of Representative: _____

Position: _____

Tel. No.: _____

Fax No.: _____

Email Address: _____

Date: _____