

UNIVERSITY OF THE PHILIPPINES LOS BANOS

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications) CAFS/INSTITUTE OF CROP SCIENCE

UPLB BAC SECRETARIAT DATE: 5-15-24 MAY 20 2024 Cm UPLB-RQ- 5-172-24-PES

DEADLNE OF SHEMISSION

DEADLINE OF	
SUBMISSION:	

Suppliers Name:		

Date N9-326-21 Fund Code: MOP: Contact No: Contact Person

April 29, 2024 SHOPPING 9218655406 ALEA SHANNY M. LA ROSA UPLB-ICropS

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

Note

- 1. 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 Puchase order (P.O.).
 Quotations exceeding the Appoved Budget for Contract shall be rejected.
- 6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation

ITE M No.	GENERAL NAME OF THE	REQUIRED SPECIFICATIONS	UNIT OF MEAS URE	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	QUOTED UNIT PRICE	TOTAL QUOTE D PRICE	EVALUATION (Leave this space blank For BAC/ Evaluators only)
1	Retractable Tarpaulin	Pull up Roll up Retractable Tarpaulin Banner Stand 80x200cm	рс	5	1,000.00	5,000.00				
2	Pen	Pen (10/box)	box	30	90.00	2,700.00				
3	Manila Paper	Manila Paper Manila Paper 36 x 48	рс	30	20.00	600.00				
4	Permanent Marker	Permanent Marker 143x15mm (Black/Red) 12 pcs/box	box	50	40.00	2,000.00				
5	Stainless Steel Scissors	Multi Purpose Stainless Steel Scissors 1428 8 Inch, Home Offices, School, Arts, Crafts	рс	6	215.00	1,290.00				
6	Masking Tape	Masking Tape 15m	pc	12	30.00	360.00				
7	Gun	Heavy Duty Gun Tacker Staple Gun (4-8mm) 43022	рс	2	500.00	1,000.00				
8	Staple	Staple GA21 (10- 16mm)	рс	3	380.00	1,140.00				
9	Inkjet Paper	Inkjet Paper 108Gsm A4 Matte for Flyers & Photo Insert Button Pins (100 Sheets Pack)	pack	20	200.00	4,000.00				
10	Book Cover	Book Cover Self Adhesive MATTE (Plain)	bun	50	100.00	5,000.00				
11	Photo Paper	Double Sided Photo Paper A4 size (50sheets per pack) (120gsm-300gsm)	pack	49	150.00	7,350.00				
12	80 GSM A	80 GSM A4 (A4 - 2500sheets / 5 Reams)	box	20	2,000.00	40,000.00				
13	70 GSM A	70 GSM A4 (A4 - 2500sheets / 5 Reams)	box	17	1,200.00	20,400.00	-			
14	Glue	Stick up Padding Glue RED with FREE BRUSH	рс	2	505.00	1,010.00				
15	Spring Grid Notebook	A5 Top Wire Spring Grid/Blank/Lined Notebook	рс	90	60.00	5,400.00				
16	COLOR Paper	A4 COLOR PAPER 100sheets (210X297mm)	pack	2	200.00	400.00				
17	Certificate Holder	Certificate Holder Single (Long / Short / A4 / 9*12 Size)	рс	200	40.00	8,000.00				
18	Photo Sticker Paper	Matte Label Photo Sticker Paper A4 175Gsm (20 Sheets Pack)	pack	20	70.00	1,400.00				

		100pcs Spiral Coil Binder 60 -					
19	Binder	140 Sheets Capacity Spring Notebook Spiral Spring Plastic Binder	box	10	525.00	5,250.00	
20	Plastic Ring Binder	Plastic Ring Binder 100pcs A4 Size 21 holes 50 - 150 sheets Capacity White 1BOX	box	5	650.00	3,250.00	
21	Paper Cutter	3 in 1 Round Corner Puncher DIY Craft Paper Cutter	box	4	350.00	1,400.00	
22	Paper Trimmer	Paper Trimmer / Portable Paper Cutting Tool Manual / Cutter	pc	3	200.00	600.00	
23	Laminating Film	Laminating Film A4 Size (100 pcs per pack) 125 Microns	box	4	1,000.00	4,000.00	
24	Binding Cover	100pcs Officom PVC Binding Cover Clear 200 Microns A4	box	5	585.00	2,925.00	
25	Paper Binding	Morocco Board (100's) / Paper Binding Cover 230gsm (Light yellow)	pack	5	305.00	1,525.00	
26	Ring Binder	View Binder, 3-Ring Binder, 2.0" - A4 Size	рс	10	250.00	2,500.00	
				TC	TAL ABC	128,500.00	

Reviewed and Checked By:	<u></u>	
	ANDREW PLICARDO	
	BAC TWG	

ALEA SHANNY M. LA ROSA 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 ___30___ calendar days.
- 4. Award of contract shall be made to the lowest quotation wich complies with the technical specifications, and other terms and condition 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)	Procureme nt- Emergency (Section 53.2)
Mayor's/Business Permit	1	1	/	/	/
PhilGEPS Registration Number	1	/	/	/	1
Professional license/ CV (consulting services)	WAL 197	1			
PCAB License (for Infrastructure)	1000	1			
Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 500K	1	,	FOR ABC'S
Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE
NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'S

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. :	
	Fax No. :	
Signature over Printed Name of Representative:	Email Address:	
Position:	Date:	