

UPLB BAC SECRETARIAT
BY: _____ DATE: 6-13-24
UPLB BAC
DEADLINE OF SUBMISSION: JUN 18 2024 10am
May 30, 2024
NSAD321
PROJECT NO: _____
UPLB-RQ- 6-220-24-RES
DEADLINE OF SUBMISSION

Suppliers Name: _____

Date: _____
Fund Code: _____
MOP: _____
Contract No: _____
Contact Person: _____

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 APPROXIMATE SUBJECT OF THE CONTRACT	ESTIMATED TOTAL APPROXIMATE SUBJECT OF THE CONTRACT	UNIT PRICE	TOTAL QUOTED AMOUNT IN WORDS
1	Sign pen	(Ultra Fine 0,4; Refillable; 12pcs/box; Black gel tech	box	3	360.00	1,080.00		
2	Permanent Marker	(Ultra Fine Point, Permenant; Black, 12pcs/box; Color: Black)	box	3	600.00	1,800.00		
3	Permanent Marker	(Fine Point, Permanent; Black, 12pcs/box; Color: Black)	box	3	600.00	1,800.00		
4	Bond paper,	180gsm (80g/m2 all purpose bond paper; substance 24)	ream	10	350.00	3,500.00		
5	Packaging tape,	4 inches roll/pc	pc	11	70.00	770.00		
6	Transparent tape,	Transparent tape 1inch/pc	pc	10	40.00	400.00		
7	General Purpose Masking Tape	203, Beige, 48 mm x 55 m, 4.7 mil, 24 per pack	pck	20	40.00	800.00		
8	Correction tape	5mmx10mm	pc	10	60.00	600.00		
9	Colored Paper,	5/Blue, 5/Green 5/Yellow /ream	ream	10	550.00	5,500.00		
10	Laminating Film	Laminating Film A4 10pcs/pack	pck	5	350.00	1,750.00		
11	Record book	big, 200 Pages = 7.1in x 0.25in x 11.2in	pc	5	550.00	2,750.00		
12	Record book	small, Length: 21.4 cm Width: 14 cm Ruled white bond paper	pc	5	350.00	1,750.00		
13	Clipboard	A4 size 31.5 x 22.5cm / 8.9 by 1.7 by 13 inches	pc	5	300.00	1,500.00		
14	Cork board	small, 30x40cm	pc	2	150.00	300.00		
15	Cork board	medium, 40x60cm	pc	2	350.00	700.00		
16	Trash bag;	large; black; heavy duty 100pcs/roll	roll	50	250.00	12,500.00		
17	Trash bag;	medium; black; heavy duty 100pcs/roll	roll	50	250.00	12,500.00		
18	Clear L type	folder A4 colored assorted 12pcs/pack	pck	7	314.29	2,200.00		
TOTAL AMT						52,200.00		

Reviewed and Checked by:
ANDREW P. RICARDO

Please quote at your governmental price (GPP) and state that the time within which you can make delivery, it will be appreciable if we can have your quotation in the office as soon as possible so as to allow the bidding to be held.

Signature
Lorena D. Velasco
BAC SECRETARY

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
- 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 interlines, erasure, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value	Negotiated Procurement- Lease of Real Property or	Negotiated Procurement- Scientific,	Negotiat ed Procure
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	/	/	FOR ABC'
6 Omnibus Sworn Statement		FOR ABC'S			FOR ABC'
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR ABC'

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: _____