



UNIVERSITY OF THE PHILIPPINES
LOS BANOS

Los Banos, IV-A
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
Institute of Crop Science

UPLB BAC SECRETARIAT
BY: _____ DATE: 7-17-24
JUL 23 2024 10 am
UPLB-RQ- 7-273-24-RES
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name:

Date: July 5, 2024
Fund Code: N839821
MOP: Shopping
Contact No: 9451789335
Contact Person: Salvador A. Tatad

PK # 14323

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
- 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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Office Supplies and Devices	3-Ring Binder 1.5 " thick A4	pc	7	240.00	1,680.00				

2	Office Supplies and Devices	3-Ring Binder 1.5 " thick long	pc	3	260.00	780.00			
3	Office Supplies and Devices	Ball Pen 0.5mm needle point black	pc	100	39.00	3,900.00			
4	Office Supplies and Devices	Battery AA, Alkaline Battery, 4pcs/pack	pck	8	135.00	1,080.00			
5	Office Supplies and Devices	Battery AAA, Alkaline Battery, 4pcs/pack	pck	8	135.00	1,080.00			
6	Office Supplies and Devices	Bond paper A4, 70gsm, 500sheet/rm	rm	30	260.00	7,800.00			
7	Office Supplies and Devices	Bond paper A4, 80gsm, 500sheet/rm	rm	40	460.00	18,400.00			
8	Office Supplies and Devices	Bond paper 8.5 x 11, 70gsm, 500sheet/rm	rm	10	234.00	2,340.00			
9	Office Supplies and Devices	Bond paper 8.5 x 13, 70gsm	rm	10	272.00	2,720.00			
10	Office Supplies and Devices	Book stand, book holder for bookshelf: thickness of maximum 4.7cm (1.85"), dimensions are 16cm (6.3") width, 6.7cm (2.64") depth and 3.5cm (1.38") height.	pc	10	65.00	650.00			
11	Office Supplies and Devices	Clear Document Folder L-type, A4, 12pcs/pack	pck	13	160.00	2,080.00			
12	Office Supplies and Devices	Clip board plastic, A4, 31.2 x 22.5 x 1 (mm), color black	pc	5	70.00	350.00			
13	Office Supplies and Devices	Clip board plastic, Black Width (Inch) 9 in Width (Decimal Inch) 9.0000; 9 in Paper Size: Letter Overall Height: 13.25 in	pc	3	75.00	225.00			
14	Office Supplies and Devices	Correction tape 10m long, 5mm x 8mm	pc	5	135.00	675.00			
15	Office Supplies and Devices	Heavy duty metal stapler 390 mm x 90 mm x 250 mm (LWH); THROAT DEPTH · 68mm ; LOAD CAPACITY · 100 Staples ; STAPLING CAPACITY · Up to 240 sheets	pc	3	580.00	1,740.00			
16	Office Supplies and Devices	Highlighter pen, set of 9 colors	set	3	600.00	1,800.00			
17	Office Supplies and Devices	Laminating film (long), 125 microns (100 sheets/box)	box	8	1,200.00	9,600.00			


18	Office Supplies and Devices	Marking pen permanent- bullet tip, non toxic, broad point, color black refillable 12pc/pack	box	2	810.00	1,620.00		
19	Office Supplies and Devices	Marking pen permanent- bullet tip, non toxic, fine point, color black refillable, 12pc/pack	box	2	1,300.00	2,600.00		
20	Office Supplies and Devices	Meter stick, stainless steel, 60cm	pc	4	140.00	560.00		
21	Office Supplies and Devices	Office bulletin board, aluminum frame, 45x60 cm	pc	1	550.00	550.00		
22	Office Supplies and Devices	Paper bag- #16 (2ply), 100 per bundle	pc	1	650.00	650.00		
23	Office Supplies and Devices	Paper bag- #2 (2ply), 100 per bundle	bun	2	300.00	600.00		
24	Office Supplies and Devices	Paper bag- #25 (2ply), 100 per bundle	bun	1	900.00	900.00		
25	Office Supplies and Devices	Paper bag- #4 (2ply), 100 per bundle	bun	2	400.00	800.00		
26	Office Supplies and Devices	Paper bag- #5 (2ply), 100 per bundle	bun	2	550.00	1,100.00		
27	Office Supplies and Devices	Paper bag- #8 (2ply), 100 per bundle	bun	1	700.00	700.00		
28	Office Supplies and Devices	paper clip, vinyl 33mm (100 pcs/box)	box	3	155.00	465.00		
29	Office Supplies and Devices	paper clip vinyl jumbo (100pcs/box)	box	3	185.00	555.00		
30	Office Supplies and Devices	pencil no.2, 12pcs/box	box	2	263.00	526.00		
31	Office Supplies and Devices	Plastic comb binder ring, black and uncut, 12mm, 1.2m long, bundle of 10	bun	2	300.00	600.00		
32	Office Supplies and Devices	Plastic comb binder ring, black and uncut, 20mm, 1.2m long, bundle of 10	bun	2	420.00	840.00		
33	Office Supplies and Devices	Plastic comb binder ring, black and uncut, 25mm, 1.2m long, bundle of 10	bun	2	630.00	1,260.00		
34	Office Supplies and Devices	Record book JR 300 pages 140mm x 220mm, blue	pc	3	125.00	375.00		
35	Office Supplies and Devices	Record book 500 pages 8.5 x 11 inch", blue	pc	2	150.00	300.00		
36	Office Supplies and Devices	Restickable flags, 1 in x 1.7 in (sign here) 50sheets/pc	pc	8	195.00	1,560.00		

37	Office Supplies and Devices	Rubber band, all purpose, transparent multi color, size 38mm x 1.2mm x 1.2mm, approximately 86 pcs/box 50 grams/box approximately	box	8	350.00	2,800.00			
38	Office Supplies and Devices	Ruler, hard plastic 12in" 0.5mm thick	pc	10	80.00	800.00			
39	Office Supplies and Devices	Spiral notebook, 100 leaves, 6 x 8.5 inches	pc	10	100.00	1,000.00			
40	Office Supplies and Devices	Stainless steel scissors, 8.5"	pc	3	130.00	390.00			
41	Office Supplies and Devices	Staple wire no. 5-5m, 26/6mm 500staples/box	box	5	95.00	475.00			
42	Office Supplies and Devices	Steno notebook, 60lvs, 6x 9 inch	pc	10	100.00	1,000.00			
43	Office Supplies and Devices	Sticker paper A4 size matte (20sheets/pack)	pack	3	55.00	165.00			
44	Office Supplies and Devices	Sticky pad, 2x3 (pad) 400sheets/pd	pd	8	75.00	600.00			
45	Office Supplies and Devices	Sticky pad, 3x3 (pad) 400sheets/pd	pd	8	80.00	640.00			
46	Office Supplies and Devices	Sticky pad, 3x4 (pad) 400sheets/pd	pd	8	135.00	1,080.00			
47	Office Supplies and Devices	White board, magnetic aluminum, 60cm x 90cm	pc	1	960.00	960.00			
					TOTAL ABC	83,371.00	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:


 Andrew P. Ricardo
 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 can have your quotation in the office as soon as possible on or before the deadline stated herein.


 Salvador A. Talad
 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 15 calendar days.

4. Award of contract shall be made to the lowest quotation which 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 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 licensor/ CV (consulting services)		/			
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	/	/	FOR ABC'S ABOVE 50K FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 500K FOR ABC'S ABOVE 500K			FOR ABC'S ABOVE 50K FOR ABC'S ABOVE 50K
7 NFCC for Infrastructure with ABC above Ph500k		FOR ABC'S ABOVE 500K FOR ABC'S ABOVE 500K			FOR ABC'S ABOVE 50K 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. : _____

Fax No. : _____

Signature over Printed Name of Representative: _____

Email Address: _____

Position: _____

Date: _____