



UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS
Los Baños, IV-A
VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
TYPE END USER/DEPARTMENT UNIT- AMTEC- CEAT

UPLB BAC SECRETARIAT
BY: DATE: 8-24-24
SEP 03 2024 ^{10am}
UPLB-RQ- 8-306-24-6203
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date: 08/29/2024
Fund Code: 9107100
MOP: SHOPPING B
Contact No: 09673723792
Contact Person: MARIELLE D. GAMIT

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

166763

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.
2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
3. 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.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. 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	Self Inking Dater Stamp	Branded new and Good quality Self Inking Dater Stamp, imprint size 42x24mm, Date Only	pc	4	800.00	3,200.00				
2	Colored Paper A4	Branded new and Good quality Colored Paper A4, 100pcs per pack	pack	1	600.00	600.00				
3	Metal Double Desk Tray	Branded new and Good quality Metal Double Desk Tray, Three Layer, 18 x 25 x 38 cm, Color: Black	pc	10	495.00	4,950.00				
4	Paper, Multi-purpose	Branded new and Good quality multipurpose paper, A4 size 210mm x 297mm, 70gsm, 500sheets/ream	ream	20	250.00	5,000.00				
5	Paper, Digital	Branded new and Good quality Paper, Digital, 100 gsm size, 210 mm x 297mm	ream	20	450.00	9,000.00				
6	Ring Binder	Branded new and Good quality Ring Binder A4, Three Ring	pc	50	380.00	19,000.00				
7	Magazine Box	Branded new and Good quality Magazine Box, Horizontal, Legal Size, Black	pc	20	200.00	4,000.00				
8	Expanding File Folder Organizer	Branded new and Good quality Expanding File Folder Organizer w/ Cover for Documents, Legal Size	pc	5	180.00	900.00				
9	Plastic Sheet for Ring Binder	Branded new and Good quality Plastic Sheet for Ring Binder, A4, 100pcs/pack	pack	10	350.00	3,500.00				
10	Sign pen, Blue	Branded new and Good quality Sign pen, Gel-pen, BLUE, 12pcs/Box	box	3	1,000.00	3,000.00				
11	Sign pen, Black	Branded new and Good quality Sign pen, Gel-pen, BLACK, 12pcs/Box	box	3	1,000.00	3,000.00				
12	Sign pen, Red	Branded new and Good quality Sign pen, Gel-pen, RED, 12pcs/Box	box	3	1,000.00	3,000.00				
13	Sliding Folder	Branded new and Good quality Sliding Folder, Legal Size, assorted Color	pc	50	25.00	1,250.00				
14	Wooden Cork Board	Branded new and Good quality Wooden Cork Board (3x4 feet 90 x 120 cm)	pc	2	2,500.00	5,000.00				
15	Customized Stamp	Branded new and Good quality Customized Stamp, 5 lines, Blue, 30mmx50mm	pc	2	500.00	1,000.00				
16	Stamp Pad Ink, Blue	Branded new and Good quality Stamp Pad INK, Color Blue, 60ml	pc	5	200.00	1000.00				
17	Stamp Pad Ink, Black	Branded new and Good quality Stamp Pad Ink, Color Black, 60 ml	pc	5	200.00	1000.00				

Stamp Pad Ink, Red	Branded new and Good quality Stamp Pad INK, Color Red, 60 ml	pc	5	200.00	1000.00			
Customized Stamp for Signature	Branded new and Good quality Customized Stamp for Signature 10 x 28 mm	pc	4	300.00	1,200.00			
Stamp Pad No. 3, Color Blue	Branded new and Good quality Stamp Pad No. 3, Color Blue	pc	4	200.00	800.00			
Stamp Pad No. 3, Color Black	Branded new and Good quality Stamp Pad No. 3, Color Black	pc	4	200.00	800.00			
Stamp Pad No. 3, Color Red	Branded new and Good quality Stamp Pad No. 3, Color Red	pc	4	200.00	800.00			
Plastic Key Tag	Branded new and Good quality Plastic Key Tag, 50pcs/box	box	2	120.00	240.00			
Paper, Multicopy	Branded new and good quality multicopy paper, A4 size 210mm x 297mm, 80gsm, 500sheets/ream	ream	5	350.00	1,750.00			
White Board	Branded new and Good quality White Board, 6 x 4 ft.	pc	1	5,250.00	5,250.00			
TOTAL ABC				80,240.00				
				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.

MARIELLE D. GAMIT
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 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 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)	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 500K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 500K
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.:

Fax No.:

Email Address:

Signature over Printed

Name of Representative:

Date:

Position: