



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

Request for Quotation/ Bid Form (Technical Specifications)

UPLB-SESAM
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: July 26, 2024
Fund Code: N935691
MOP: Shopping
Contact No: iburgos@up.edu.ph
Contact Person: ISAAC OAIRO BURGOS

UPLB BAC SECRETARIAT
BY: _____ DATE: 8-9-24
AUG 12 2024 ^{10am}
UPLB-RQ- 8-30-24-PES
DEADLINE OF SUBMISSION

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.
- 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-
- Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
- 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 (Bidders must state here the detailed technical specifications of their offer, report each of the individual parameters of each requirement)	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
1	Office supplies and devices	Board Paper A4 size 200 gsm White	pck	100	45.00	4,500.00				
2	Office supplies and devices	Bond Paper A4 size 80 gsm 5 ream/box White	box	20	1,260.00	25,200.00				
3	Office supplies and devices	Certificate holder For A4 size Green color	pc	120	60.00	7,200.00				
4	Office supplies and devices	Cold laminating film A4 size 20 sheets per pack Transparent (15 packs Matte, 15 packs Glossy) 80 microns	pck	30	90.00	2,700.00				
5	Office supplies and devices	Double-sided tape 12mm 10 yards	pc	11	50.00	550.00				
6	Office supplies and devices	Tear-by-hand tape Duct tape 10cm x 15m Waterproof Green	pc	10	200.00	2,000.00				
7	Office supplies and devices	Exhibit material (Poster stands) Triangle banner frame 0.6m x 1.6m metal material	pc	2	1,000.00	2,000.00				
8	Office supplies and devices	Exhibit material (Tarpaulin stands) 2.75 ft. x 6.5 ft. model Roll-up stand with carry bag	pc	2	1,000.00	2,000.00				
9	Office supplies and devices	Fine Black Ballpen 50 pcs/box	box	5	250.00	1,250.00				
10	Office supplies and devices	Foldable Magazine Display Rack Stand For Exhibit For A4 size Aluminum 10.5 in. length x 11 in. width at least 4.5 ft height	pc	1	2,300.00	2,300.00				

11	Office supplies and devices	Index tab (Sign here tab) 125 sheets/pack	pck	10	200.00	2,000.00				
12	Office supplies and devices	Hot and Cold laminator A3/A4 size With detachable corner puncher With reverse function	pc	1	2,000.00	2,000.00				
13	Office supplies and devices	Magazine File Box Fits short/A4/legal size documents 4 tier organizer Black	pc	10	200.00	2,000.00				
14	Office supplies and devices	Masking Tape 18mm x 22m	pc	12	40.00	480.00				
15	Office supplies and devices	Short Expandable envelope	pc	200	25.00	5,000.00				
16	Office supplies and devices	Paper cutter Metal Heavy duty Wood and Metal base 15" x 18" With paper adjuster With paper size indicator	pc	2	1,500.00	3,000.00				
17	Office supplies and devices	12 pcs/box Black (1 box), Blue (1 box), Red (1 box) Twin-end permanent markers	box	3	500.00	1,500.00				
18	Office supplies and devices	Photo paper Glossy (45 packs) Satin (45 packs) Double sided 230 gsm 50 sheets/pack	pck	90	130.00	11,700.00				
19	Office supplies and devices	Plastic envelope with holder Clear/transparent Long with lock and handle	pc	10	110.00	1,100.00				
20	Office supplies and devices	Rechargeable AA Battery 4 pcs per pack Original 2800 mAh	pck	5	300.00	1,500.00				
21	Office supplies and devices	Rechargeable AAA Battery 4 pcs per pack Original 900 mAh	pck	5	300.00	1,500.00				
22	Office supplies and devices	Sign pens 12 pcs/box Black 0.5 mm	box	2	1200	2,400.00				
23	Office supplies and devices	Staple wire Sizes 23/6 - 23/13	pc	7	100.00	700.00				
24	Office supplies and devices	Stapler Metal material Heavy duty Stapling capacity up to 100 sheets Uses sizes 23/6 - 23/13 staple wires	pc	1	1,200.00	1,200.00				
25	Office supplies and devices	Transparent tape 5m double-sided waterproof traceless	pc	10	45	450.00				
TOTAL ABC						86,230.00	PHP			

Reviewed and Checked By:

TOTAL QUOTED AMOUNT IN WORDS:

BRENDAN JOHN C. MAGANA
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.

Jal
 LOUCEL E. CUI, Ph.D.
 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
3. Delivery period within 30 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 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 (Section 53.11)	Negotiated Procurement Emergency (Section 53.2)
1. Mayor/Business Permit	/	/	/	/	/
2. PrIDEPS Registration Number	/	/	/	/	/
3. Professional license/ CV (consulting services)		/	/	/	/
4. PCAB License (for infrastructure)				/	
5. Income / Business tax returns (except for government agencies as below)		FOR AGENCIES ABOVE 500K	/	/	FOR AGENCIES ABOVE 50K
6. Ombudsman Statement		FOR AGENCIES ABOVE 500K			FOR AGENCIES ABOVE 500K
7. NPCC for infrastructure with ASC 8204-FN004		/			FOR AGENCIES ABOVE 500K

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 _____

Position: _____

Tel. No. _____

Fax No. _____

Email Address: _____

Date: _____