UPLB BAC SECRETARIAT DATE: 8-12-24

AUG 16 2024 Dam

UPLB-RQ- 8 - 323-24-PES
DEADLNE OF SUBMISSION



UNIVERSITY OF THE PHILIPPINE LOS BANOS

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

Request for Quotation/ Bid Form (Technical Specifications) OVCRE-UPLB

UPLB-RQ-	
DEADLINE OF	
SUBMISSION:	

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Suppliers Name:	Date	8/16/2024	
	Fund Code:	N702500	
	MOP:	Shopping	
	Contact No:	536-5326	
	Contact Person	Shermin D. Tapay	

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

- 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.
- 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, unconditional statement of specification and compliance issued by the manufacturer and sample.

 4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Puchase order (P.O.).

 5. 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

 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)
	Battery	AA Battery 4pc/pck	pck	30	170.00	5100.00				
	Battery	AAA Battery 4pc/pck	pck	30	150.00	4500.00				
	Acrylic nameplate	Table Nameplate 7x20cm ACRYLIC 2-sided Nameplate 7x20cm	pck	10	300,00	3000.00				
	Board papers	Specialty/Board Paper /200gsm White A4	pck	40	120.00	4800.00				
	Certificate jacket	Certificate holder, single, A4 size	pck	40	40.00	1600.00				
	Sticky notes	Colored horizontal sticky notes	pck	70	30.00	2100.00				
	Gel pen	Gel Pen Student Exam Quick- drying Black Water Pen 0.5mm Smooth Needle Tip Pen	box	8	260.00	2080.00				
	Highlighter	Highlighter, assorted color	pc	15	40.00	600.00				
	Laminating film	Laminating film A4 (100 Films per pack) 125 microns)	box	2	1500.00	3000.00				
	Paper cutter	HD Paper Cutter A4 Metal Base Size w/ Adjustable Paper Stopper Heavy Duty Manual Trimmers	pc	1	590.00	590.00				
	Marker (Black)	Permanent marker (black) 12pcs/box	box	10	450.00	4500.00				
	Marker (Blue)	Permanent marker (blue) 12pcs/box	box	12	450.00	5400.00				
	Marker (Red)	Permanent marker (red) 12pcs/box	box	5	450.00	2250.00				
	Photo paper	Tree Type Photo Paper Glossy No Back Print A4 Size (20 sheets per pack) 230GSM	pck	20	95.00	1900.00				
	Puncher	Heavy Duty Puncher 2 Hole 25 Sheets/70 GSM	рс	4	240.00	960.00				

,	Specialty Paper	Parchment Paper A4 20 sheets Certificate Diploma Invitation 80 gsm	pck	40	50.00	2000.00			
4	Sticker Paper	Matte Sticker Paper A4 175gsm Kraft Size For Labels And 20 Sheet	pck	22	50.00	1100.00			
5	Wire binding machine	Wire Binding Machine 3:1 Pitch Double Loop Wire Binder Machine A4 Size	un	2	2500.00	5000.00			
6	Wire binding machine	Wire binding machine, heavy duty metal ring binder, double loop wire 100 pcs	рс	30	300.00	9000.00		2	
						59,480.00			
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