



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

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

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 8-12-24
AUG 16 2024 ^{10am}
UPLB-RQ- 8 - 323-24-PES
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

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.

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 APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION <small>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
	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	pc	4	240.00	960.00				

3	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	pc	30	300.00	9000.00			
						59,480.00			
Office Supplies for the Month of August 2024							TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

ANDREW P. LICARDO

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.

SHERMIN D. TAPAY
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 1 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 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 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. : _____

Signature over Printed Name
of Representative: _____

Email Address: _____

Position: _____

Date: _____