



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

Request for Quotation/ Bid Form (Technical Specifications)
CHE-OSDS

UPLB BAC SECRETARIAT
BY: DATE: 9-4-24
SEP 09 2024 ^{10am}
UPLB-RQ- 9-360-24-PES
DEADLINE FOR SUBMISSION

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date: Aug. 29, 2024
Fund Code: N935831
MOP: Shopping
Contact No: 09696441624
Contact Person: Lorie M. Alborida

Note:

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

1170223 /

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.
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 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 <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>
1	OFFICE SUPPLIES	ballpen, black, ballpoint, 0.5mm, 12pcs per box	box	5	245.00	1,225.00				
2		battery, AA, 2 pcs per pack, alkaline battery nominal voltage: 1.5 volts, typical Weight: 23.0 grams (0.8 oz.)	pck	5	300.00	1,500.00				
3		battery, AAA, 4 pcs per pack, alkaline battery nominal voltage: 1.5 volts, typical Weight: 11.5 grams (0.4 oz.)	pck	5	325.00	1,625.00				
4		bond paper, A4 size, 70 gsm, color: white, packaging size: est. 500 pcs per ream	rm	70	320.00	22,400.00				
5		bond paper, A4 size, 80 gsm, color: white, packaging size: est. 500 pcs per ream	rm	10	350.00	3,500.00				
6		cardolina, mixed colors	pc	50	12.00	600.00				
7		certificate holder, A4 size, super clear transparency, with flap to prevent certificates from falling off	pc	100	50.00	5,000.00				
8		file holder/ divider, legal size, type: closed, horizontal, color: dark navy blue/ dark green / black	pc	15	191.00	2,865.00				
9		folder, expanding/ pressboard, legal size, color: dark green/ blue	pc	40	28.00	1,120.00				
10		highlighter, 4pcs per pack, 1.5mm, acrylic fibre tip, waterproof and instant drying, bullet style	pck	7	132.00	924.00				
11		manila paper, folded, 36X48in 2S, est. dimension (L x W x H) 22.86 x 30.48 x 0.2 cm, kraft/ brown color	pc	50	10.00	500.00				
12		masking tape, 72mmx22mm, cream/beige	pc	20	140.00	2,800.00				
13		notebook, memo type, 80 leaves, est. size: 127 x 178 mm	pc	20	55.00	1,100.00				
14		page markers, 5 colors per pack, 500s, est. size: 11 x 43 mm	pck	10	300.00	3,000.00				
15		permanent marker, box of 12, black, tip size: fine, quick-drying ink is waterproof, smear-proof and fade-resistant	box	5	827.00	4,135.00				
16		permanent marker, box of 12, blue, tip size: fine, quick-drying ink is waterproof, smear-proof and fade-resistant	box	5	827.00	4,135.00				
17		signpen, 0.50mm, black, 12 pcs per box	box	5	950.00	4,750.00				
18		specialty paper, A4 size, 180gsm, 10 sheets per pack	pck	30	70.00	2,100.00				
19		sticky note, 100s per pack, yellow 2x3	pck	10	77.00	770.00				
20		sticky note, 100s per pack, yellow 3x3	pck	10	50.00	500.00				
						64,549.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: _____

JOHN D. BATAS

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.

LORIE M. ALBORIDA
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.
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 representatives.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.1)	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: _____

Signature over Printed

Name of Representative: _____

Position: _____

Tel. No.: _____

Fax No.: _____

Email Address: _____

Date: _____