



UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)
UPLB ZOONOSIS CENTER, COLLEGE OF VETERINARY MEDICINE (CYM)

UPLB BAC SECRETARIAT
BY: Pj DATE: 18-10-24
OCT 22 2024 ^{10am}
UPLB-RQ-10-403-24-Goods

UPLB-RQ DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: October 9, 2024
Fund Code: 9107100
MOP: Shopping B
Contact No: aosatuito@up.edu.ph
Contact Person: ARRA SATUITO

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

PR: 173278

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
- 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 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	Office Supplies and Devices	A4, bond paper, 80 gsm, 500 sheets/ rm	rm	15	350.00	5,250.00				
2	Office Supplies and Devices	Letter, bond paper, 80 gsm, 500 sheets/ rm	rm	15	330.00	4,950.00				
3	Office Supplies and Devices	Legal, bond paper, 80 gsm, 500 sheets/ rm	rm	15	370.00	5,550.00				
4	Office Supplies and Devices	Padding glue, 100 ml with brush	pc	5	80.00	400.00				
5	Office Supplies and Devices	Folder, brown, legal size	pc	50	15.00	750.00				
6	Office Supplies and Devices	Certificate jackets, 8.5x11"	pc	30	50.00	1,500.00				
7	Office Supplies and Devices	Notepads, 100 leaves per pad	pc	100	90.00	9,000.00				
8	Office Supplies and Devices	Notebooks, 100 leaves, spring type	pc	80	95.00	7,600.00				
9	Office Supplies and Devices	Ballpen, sign pen, 0.5, Black, 12 pcs/box	box	5	960.00	4,800.00				
10	Office Supplies and Devices	Ballpen, sign pen, 0.5, Blue, 12 pcs/box	box	5	960.00	4,800.00				
11	Office Supplies and Devices	Ballpen, sign pen, 0.5, Red, 12 pcs/box	box	5	960.00	4,800.00				
12	Office Supplies and Devices	Desk pen, refillable, 0.5, Black	pc	20	35.00	700.00				
13	Office Supplies and Devices	Vinyl, Jumbo, Paper clips, 100 pcs/box	box	10	45.00	450.00				
14	Office Supplies and Devices	Binder clips, 2", 51mm	box	10	78.00	780.00				
15	Office Supplies and Devices	Cartolina, white, 10 sheets per roll	rol	20	95.00	1,900.00				

16	Office Supplies and Devices	Manila paper, 10 sheets/ pck, 36"x48"	pck	20	40.00	800.00				
17	Office Supplies and Devices	Marker pen, fine, black, permanent marker, 12 pcs/box	box	5	390.00	1,950.00				
18	Office Supplies and Devices	Marker pen, fine, red, permanent marker, 12 pcs/box	box	5	390.00	1,950.00				
19	Office Supplies and Devices	Marker pen, fine, blue, permanent marker, 12 pcs/box	box	5	390.00	1,950.00				
20	Office Supplies and Devices	Whiteboard marker pen, fine, blue, 12pcs/ box	box	5	624.00	3,120.00				
21	Office Supplies and Devices	Whiteboard marker pen, fine, black, 12pcs/ box	box	5	624.00	3,120.00				
22	Office Supplies and Devices	Scissors, 175mm, stainless steel	pc	3	95.00	285.00				
23	Office Supplies and Devices	Stapler with remover, 15x7x7cm	pc	3	85.00	255.00				
24	Office Supplies and Devices	Tape dispenser, heavy duty	pc	2	170.00	340.00				
25	Office Supplies and Devices	Specialty paper, A4, 200 gsm, cream, 10 sheets/pack	pck	17	90.00	1,530.00				
26	Office Supplies and Devices	Specialty paper, A4, 200 gsm, light beige, 10 sheets/pack	pck	17	90.00	1,530.00				
27	Office Supplies and Devices	Clear, acrylic, table name sign holder, 12"x3", L style	pc	19	140.00	2,660.00				
28	Office Supplies and Devices	Date stamp, 4mm	pc	4	70.00	280.00				
TOTAL ABC						73,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By

g
ANDREW P. LUCAS

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.

ARIP SATUITO
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 14 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: _____

Signature over Printed Name of Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____