



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. TIN: 000-804-005-00004

Request for Quotation/ Bid Form (Technical Specifications)  
Ayvete S. Mendocano/Institute of Plant Breeding

UPLB BAC SECRETARIAT  
BY: [Signature] DATE: 10-3-24  
OCT 07 2024 <sup>10am</sup>  
UPLB-RQ- 10-438-24-RB5  
DEADLINE OF SUBMISSION

UPLB-RQ: \_\_\_\_\_  
DEADLINE OF SUBMISSION: \_\_\_\_\_

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_

Date  
Fund Code:  
MOP:  
Contact No:  
Contact Person

September 10, 2024  
N936321  
Shopping  
8153533358  
Lorena D. Velasco  
(ldvelasco3@up.edu.ph)

171481

Please quote your lowest price on the items 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-attended 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 OR QUANTITY	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION <small>Requires each item from the official technical specifications of this RQ, except each of the additional parameters of each requirements.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC Evaluators only)
1	Sign pen	(Ultra Fine 0,4; Refillable; 12pcs/box; Black	box	10	360.00	3,600.00				
2	Permanent Marker	(Broad, Permanent; Black, 12pcs/box; Color: Black)	box	5	300.00	1,500.00				
3	Permanent Marker	(Ultra Fine Point, Permanent; Black, 12pcs/box; Color: Black)	box	10	300.00	3,000.00				
4	Scissors	Scissors (Stainless steel blade; Size: 7")	pc	10	350.00	3,500.00				
5	All purpose premium paper	80g/m2 A4 210X297mm 500 sheets	rm	40	700.00	28,000.00				
6	Restickable Notes	Assorted Colors 4"x3"; 100 notes per pad	pd	50	40.00	2,000.00				
7	L-Type Folder	Sizes: Long size (E- 355) and A4 size (E-310)	pc	100	70.00	7,000.00				
8	Correction tape	roller type 5 x 7mm plus	pc	20	40.00	800.00				
9	Stapler with remover	Black; HD-50r	pc	10	55.00	550.00				
10	General Purpose Masking Tape	General Purpose Masking Tape 203, Beige, 48 mm x 55 m, 4.7 mil, 24 per case	pc	200	65.00	13,000.00				
11	Photo paper	Basis weight: 250 g/m2; Thickness 10.5 mil; Finish: Glossy Printable sides: One side	pc	20	105.00	2,100.00				
TOTAL ABC						<b>65,050.00</b>				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: ANDREW P. LICARDO  
BY: TW3

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.

[Signature]  
BUYER'S 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 interferences, errors, or omissions shall be void only if they are signed or initiated by you or any of your duly authorized representatives.

**Requirements for Suppliers (GPPS 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	Negotiated Procurement - Emergency
1 Mayor's/Business Permit	/	/	/	/	/

2 PRCERS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 PCCB 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 P600K		/			FOR ABC'S ABOVE 50K

After having carefully read and accepted your General Conditions, We quote you on the firm at prices noted above:

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_

Signature over Printed Name of Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_