



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

Request for Quotation/ Bid Form (Technical Specifications)
MUSEUM OF NATURAL HISTORY

UPLB BAC SECRETARIAT
BY: B DATE: 18-10-24
OCT 25 2024 *10am*
UPLB-RQ-10-474-24-RES
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: September 12, 2024
Fund Code: N9B050B
MOP: Shopping
Contact No: 049-508-6256
Contact Person: Desiree C. Diaz


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>
1	Bond paper, A4	A4 size, Sub 20, 500 sheets	rm	50	150.00	7,500.00				
3	Arrow stickable notes	15 sheets Size: 4.3cm x 1.2cm	pc	10	150.00	1,500.00				
4	Marker	Permanent marker, fine point, 24 pcs/set, assorted color	set	5	1,300.00	6,500.00				
5	Scientific calculator	Scientific calculator, 552 function, brand new, Solar Powered	pc	2	2,000.00	4,000.00				
6	Masking tape	0.75 inch x 60 yards, white	pc	15	60.00	900.00				
7	Highlighters	Chisel tip, assorted color, 6 pcs/pck	pck	5	200.00	1,000.00				
8	Scissors	Multi-purpose scissor, 17cm, pointed, stainless	pc	5	200.00	1,000.00				
9	Clear folder	A4, 12 pcs/pck	pck	2	150.00	300.00				
10	Sticky note	Assorted color/pad, 3x3 inches, 100pcs/pad, 48 pad/pck	pck	1	1,250.00	1,250.00				
11	Record book M	300 pages, 140 x 220mm, Blue	pc	5	150.00	750.00				
12	Record book S	150 pages, 140 x 220mm, Blue	pc	5	130.00	650.00				
13	Correction tape	5mm x 8m, any color	pc	10	70.00	700.00				
18	Binder Folder	Multi Pocket Folder Binder with Dividers, Office Organizer Folder, A4 size	pc	10	150.00	1,500.00				
19	Plastic file case	Comfort-grip handle durable hinges, secure fastening Locks Can hold up to(A4 size) documents Item Size: 14.65 L x 10.9 W x 1.85 D inches	pc	10	247.00	2,470.00				
20	Batteries AAA	High quality 4 pcs/pck, rech	pck	5	360.00	1,800.00				
21	Ring binders	Clip File, ring binder, 2 rings, metal, A4	pc	10	250.00	2,500.00				

22	Binder clips S	Metal binder clips, 19 mm, 12 pcs/box	box	20	37.50	750.00				
23	Binder clips M	Metal binder clips, 32 mm, 12 pcs/box	box	20	42.50	850.00				
24	Plastic paper fastener	1" round head, 100 pcs/box, gold-plated	box	10	70.00	700.00				
25	Double sided tape	Valiant double sided tape, 24mm x 10 mm, white	pc	20	100.00	2,000.00				
26	White board marker	20pcs/box, black and blue	box	2	350.00	700.00				
27	In and out box	Metal tray desk organizer, 3 layers, steel, heavy duty, black, L = 16 inches W = 12 inches H = 8 inches	pc	4	1,150.00	4,600.00				
28	Glue	High quality multipurpose glue, 130g.	pc	20	90.00	1,800.00				
29	Ballpoint pen stick	Gelpen, black pen, 0.3mm	pc	20	65.00	1,300.00				
30	Permanent marker black	12 pcs/box, black, fine tip	box	5	256.00	1,280.00				
31	Double sided photo paper	Matte photo paper, 300 gsm, A4, 10 pcs/pck	pck	20	135.00	2,700.00				
32	Batteries AA	high quality 4 pcs/pck, rechargeable	pck	5	1,000.00	5,000.00				
33	Certificate paper	A4, 200gsm, 10 pcs/pck	pck	20	200.00	4,000.00				
Total:						60,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By

 ANDREW P. LICARDO
 BAC / WG

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.

Marian P. De Leon
 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
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: _____ Tel. No. : _____
 Address: _____ Fax No. : _____
 Signature over Printed _____ Email Address: _____
 Name of Representative: _____ Date: _____
 Position: _____