



Request for Quotation/ Bid Form (Technical Specifications)  
OVCRE - PGC AGR1

**UPLB BAC SECRETARIAT**  
BY: BS DATE: 11-25-24  
**DEC 05 2024 10am**  
**UPLB-RQ- 11-548-24-RES**  
**DEADLINE OF SUBMISSION**

UPLB-RQ-

DEADLINE OF SUBMISSION:

November 25, 2024  
Fund Code: N843400  
MOP: SHOPPING  
Contact No: 9658785530  
Contact Person: Daisene A. Villarante

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

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

- 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
- 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:

*PH 2024 11- 00372*

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	Dishwashing liquid	at least 500ml	btl	10	200.00	2,000.00				
2	Powder Detergent	at least 1kg per pack	pcs	15	150.00	2,250.00				
3	Dishwashing Sponge	Heavy duty, 10x8x3cm	pcs	24	20.00	480.00				
4	Household bleach	at least 4L	bot	20	80.00	1,600.00				
5	Liquid Handsoap	at least 500ml per bottle	btl	10	140.00	1,400.00				
6	Garbage bag	large; at least 100/roll; black	pcs	30	100.00	3,000.00				
7	Air freshener	at least 320ml	pcs	5	200.00	1,000.00				
8	Trash bin	at least 75L capacity, L-35 x W-35 x H-86cm, Heavy duty	pcs	4	1,500.00	6,000.00				
9	Mop	circular rotating head with bucket	pcs	2	1,500.00	3,000.00				
10	Aluminum foil	Standard duty foil, 0.63 mm thick at least 12"x300meters with cutter lid	pcs	3	700.00	2,100.00				
11	Dust Pan	With Handle approx. L 29 cm, H: 71 cm and D: 27 cm Material : Plastic	pcs	2	200.00	400.00				
12	Broom/Cleaning Scrub Brush	Durable & Functional: Two Bristles Effectively remove stains on the rough and hard floor. - Extendable & Adjustable Handle: The stainless steel handle Material: High-strength plastic can adjust handle length at least from 47" to 127"	pcs	2	200.00	400.00				
13	Tissue paper	at least 150 pulls, interfolded	box	20	1,500.00	30,000.00				
TOTAL ABC						53,630.00				
							TOTAL QUOTED AMOUNT IN WORDS: Fifty-three thousand six hundred thirty pesos only			

Reviewed and Checked By:

*Andrew F. Licardo*  
BAC/TWS

Please quote at your government price (including VAT) and state 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.

*Daisene A. Villarante*  
BUYER/ END-USER

**TERMS AND CONDITIONS:**

- Price quotation/s shall be valid for a period of at least ( ) 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
- Delivery period within 15 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: \_\_\_\_\_