



UNIVERSITY OF THE PHILIPPINES

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

Request for Quotation/ Bid Form (Technical Specifications)  
UPLB Institute of Biological Sciences

UPLB BAC SECRETARIAT  
BY: JG DATE: 01-20-25  
JAN 24 2025 10am  
UPLB-RQ-01-023-25-RES  
DEADLINE OF SUBMISSION  
UPLB-RQ-

DEADLINE OF SUBMISSION:

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

Date: January 17, 2025  
Fund Code: N9B3723  
MOP: Shopping  
Contact No: 09157701557  
Contact Person: John Vincent Pleto

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

PLF 202411-00680

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	8.25 x 11.75, 70 gsm substance 20, 500 Sheets/Ream	reams	30	276	8,280.00				
2	Black Ball Pen	Type: Roller ball pen Ink: Water-based gel Tip: Stainless steel Ball Diameter: 1.0mm Width of Stroke: 0.38mm Weight: 10.6g Box of 12  Refill: BLS-G2-10	box	5	960.00	4,800.00				


3	Blue Ball Pen	Type: Roller ball pen Ink: Water-based gel Tip: Stainless steel Ball Diameter: 1.0mm Width of Stroke: 0.38mm Weight: 10.6g Box of 12  Refill: BLS-G2-10	box	5	960.00	4,800.00			
4	Red Ball Pen	Type: Roller ball pen Ink: Water-based gel Tip: Stainless steel Ball Diameter: 1.0mm Width of Stroke: 0.38mm Weight: 10.6g Box of 12  Refill: BLS-G2-10	box	5	960.00	4,800.00			
5	Pencil	Pencil no.2, Box of 12 Pcs Stainless	box	10	120.00	1,200.00			
6	Scissors	Steel (6" / 7" / 8")	pcs	10	200.20	2,002.00			
7	Heavy Duty Stapler	60 sheet capacity	pcs	5	300.20	1,501.00			
8	Staple Wires	Width : 10mm Length: 8mm Approx 2520 pcs per box Weigh: 200g Used for Standard Gun Tacker Inclusion: Approximately 23-25 lengths	box	5	96.00	480.00			
9	Permanent Marker (Black)	Broad p 1 box of 12, permanent/ water proof	box	5	564.00	2,820.00			
10	Permanent Marker (Blue)	Broad p 1 box of 12, permanent/ water proof	box	5	564.00	2,820.00			
11	Permanent Marker (Red)	Broad p 1 box of 12, permanent/ water proof	box	5	564.00	2,820.00			
12	Record Book	300 pages, 7" x 11.25"	pcs	10	91.20	912.00			
13	Masking Tape	Width: 25 mm, Length: 50m, Backing Material: Paper, Thickness: 0.14mm, Colour: Beige	pcs	10	40.80	408.00			
14	Packing Tape	Backing Material: Paper, Width: 50mm, Thickness: 125µm, Colour: Brown, Tensile Strength: 30N/cm	pcs	20	169.20	3,384.00			
15	Transparent tape	Backing Material: PP, Width: 50mm, Length: 66m, Thickness: 60µm, Colour: Transparent	pcs	10	91.20	912.00			
16	Manila Paper	48GSM 36 x 48 INCHES	pcs	50	10.80	540.00			
17	Sticky note pads	7.6 x 7.6 cm	pcs	15	32.40	486.00			
18	Tape Dispenser	Handheld One Press Cu er	pcs	10	144.00	1,440.00			
19	Glossy Paper (A4 size)	140 gsm	pcs	10	68.40	684.00			
20	Plastic cover sheets	A4 Long Clear Book Cover 0.2 mm	pcs	30	111.60	3,348.00			
21	Spiral Notebook	100 sheets (Corona), 178 x 254 mm	pcs	30	111.60	3,348.00			
22	L - Shaped folder (A4)	Plas c Clear (A4)	dozen	20	79.48	1,589.60			

23	Plastic Envelope With Handle	PLASTIC EXPANDING (CLEAR)	pcs	20	92.17	1,843.40			
24	Clip Boards	Clipboard Long With Cover	pcs	20	106.80	2,136.00			
25	Pressboard Folder (Long)	Expanding folder(Green)	pcs	20	36.00	720.00			
26	Pressboard Folder (Short)	Expanding folder(Green)	pcs	30	36.00	720.00			
27	Binder Clip	Size: 15 mm, 12 pcs/Box	Box	20	51.60	1,032.00			
28	Binder Clip	Size: 41 mm, 12 pcs/Box	Box	20	94.80	1,896.00			
						<b>TOTAL ABC</b>	<b>61,722.00</b>		
							<b>TOTAL QUOTED AMOUNT IN WORDS: Sixty one thousand seven hundred twenty two</b>		

Reviewed and Checked By:

  
 Andrew Licardo  
 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.

  
 John Vincent R. Pleto  
 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 30 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions 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 Representative: \_\_\_\_\_

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

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

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

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

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