



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

Request for Quotation/ Bid Form (Technical Specifications)  
INSTITUTE OF BIOLOGICAL SCIENCES / MBB OFFICE

UPLB BAC SECRETARIAT  
BY: AS DATE: 03-03-25  
MAR 07 2025 <sup>10:00 AM</sup>  
UPLB-RQ-03-111-25-RES  
DEADLINE OF SUBMISSION

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

Date: February 21, 2025  
Fund Code: N9-372-23 Trust Fund  
MOP: Shopping  
Contact No: 9354119404  
Contact Person: [mbb@uplb.edu.ph](mailto:mbb@uplb.edu.ph)

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

PLH 2025-02-03248

- 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 requirement</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
<b>Office Supplies</b>										
1	Bond Paper	Bond paper, white, A4 (210x297mm), 80 gsm, 500 sheets per ream	ream	18	400	7,200.00				
2	Bond Paper	Bond paper, white letter size, 216 mm x 279 80 gsm, 500 sheets per ream	ream	8	300	2,400.00				
3	Bond Paper	Bond paper, white, A4 (210x297mm), 70 gsm, 500 sheets per ream	ream	10	300	3,000.00				
4	Data File Box	Data File Box, legal PP soft glue series. Size: 23 * 26.2 * 31 cm, width is 7.5cm	pc	10	85	850.00				
5	Sign Pen	Sign pen (Ultra Fine 0.33 mm; Refillable; 12pcs/box; Black	box	10	280	2,800.00				
6	Marker	Permanent Marker (Ultra Fine Point, Permanent; Black, 12pcs/box; Color: Black)	box	10	460	4,600.00				
7	Marker	Permanent Marker (Fine Point, Permanent; Black, 12pcs/box; Color: Black)	box	5	460	2,300.00				
8	Marker	Whiteboard marker, refillable, non toxic, 12 pcs per box	box	16	55	880.00				
9	Clip Board	Clip folder with cover, A4, (W x H x L) 9in x 1in x 11.4 in, plastic, black	pc	5	85	425.00				

10	Folder	expanding folders, kraft board, A4	pc	10	150	1,500.00				
11	Envelope	Expanding envelope, kraft board, legal	pc	2	120	240.00				
12	Packaging Tape	Packaging tape, clear 48mmx100m	roll	15	60	900.00				
13	Masking Tape	Masking Tape, 24mm (1") width, usable length of 50m	roll	21	35	735.00				
14	Packaging Tape	Packaging Tape, brown 48mm (2") width, usable length of 50m	roll	15	35	525.00				
15	Clear Tape	Clear Tape, 24mm (1") width, usable length of 50m	roll	15	35	525.00				
16	Correction Tape	Correction tape, roller type, 5 x 7mm	pc	10	30	300.00				
17	Stapler	Stapler, heavy duty, with staple wire remover, no. 35 (26/6) staple size	pc	2	350	700.00				
18	Flag Tape	Flag Tape, sign here, stick-on, plastic type clear, 50 pcs	pack	5	50	250.00				
19	Cork Board	Cork board, 40 x 60 cm	pc	1	500	500.00				
20	Push Pin	Push pins, assorted color, 100 pcs	box	5	100	500.00				
21	Cutting Board	PVC cutting board plate, 600 x 900 mm plate	pc	1	1000	1,000.00				
22	Cutter	Aluminum utility cutter 18 mm	pc	3	200	600.00				
23	Balde	10 pcs per pack 18 mm cutter blade	box	5	100	500.00				


24	Razor Board	Razor board, Stainless steel, double edge, 10 pcs per pack	pack	5	100	500.00				
25	Pencil	Pencil, No. 2, medium size, with soft non-smudge eraser, good quality, 12 pcs/box	box	5	250	1,250.00				
26	Record Book	Record book, 150 pages, small, 5 1/2" x 8 3/16", smythe sewn with numbered pages, hardbound cover, black/ red cover #45	pc	15	150	2,250.00				
27	Record Book	Record book, 300 pages, 7 3/4" x 12 1/2", smythe sewn with numbered pages, hardbound cover, black/red cover, #85	pc	15	170	2,550.00				
28	Filing folder	Filing folder, heavy duty, A4 size	pc	10	250	2,500.00				
29	Rubberband	Rubberband, transparent natural color, stationery no. 18	box	10	240	2,400.00				
30	Bubble wrap	Buble wrap, 50 cm x 100 m roll	roll	2	500	1,000.00				
31	Sticky Note	Sticky notes, 4x6 in, 4 neon colors, 180 sheets/pack	pack	10	150	1,500.00				
32	Whiteboard	Whiteboard, aluminum frame, 60 x 90 cm	pc	1	1500	1,500.00				
33	Ring Binder	Ring binder, 3-ring D-type, 2.5 inch thickness, A4	pc	5	300	1,500.00				
34	Ring Binder	Ring binder, 3-ring D-type, 2.5 inch thickness, legal	pc	5	400	2,000.00				
35	Scissors	8" multi-purpose scissors, stainless steel	pc	5	100	500.00				
36	Sintra Board	Sintra Board, 2ft x 2ft mm	pc	7	400	2,800.00				

37	Bond Paper	Paper, green, F4 (216x330mm), 80 gsm, 500 sheets	ream	5	460	2,300.00			
38	Extension Cord	Universal extension cord 5 gang with switch, 1.83 meter cord length, 2500W 10A 250V~ (12pks/ctn); with power light indicator, safety breaker, and pressure, heat and moisture resistant	pc	5	900	4,500.00			
<b>TOTAL ABC</b>						<b>62,280.00</b>			
							TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:

  
**ANDREW P. LICARDO**  
 BAC/ING

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.

  
**Nikka Joy J. Mananquil**  
 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 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 53.8)	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 50K
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: \_\_\_\_\_

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

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

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

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

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

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