



UNIVERSITY OF THE PHILIPPINES

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

Request for Quotation/ Bid Form (Technical Specifications)
NATIONAL INSTITUTE OF MOLECULAR BIOLOGY AND BIOTECHNOLOGY

UPLB BAC SECRETARIAT
BY: [Signature] DATE: 03-13-25
MAR 21 2025 10am
UPLB-RQ- 03-140-25-RES
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name:

Date: 11, March 2025
Fund Code: N8-443-47
MOP: SHOPPING
Contact No: 0917-189-5694
Contact Person: Analiza C. Dote

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

PLB 2025-02-04050

Note:

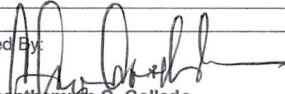
- 1. Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
3. 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.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. Others:

Table with 10 columns: 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, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Contains 17 rows of item specifications.


18	Masking Tape, 1/2", 50m	Masking Tape, Size: 1/2", 50m color: white, high quality	pc	5	50.00	250.00			
19	Masking Tape, 1", 50m	Masking Tape, Size: 1", 50m, Color: white, high quality	pc	5	60.00	300.00			
20	PVC Non-stip cutting mat	PVC Non-Slip Cutting Mat, Excellent for Self-Recovery, with Grid Line, Durable, 2.75mm Thick, 620x450mm	pc	3	600.00	1,800.00			
21	Paper, bond, F4 (80 gsm)	Paper, bond, F4 (80 gsm) 500 sheets/ream	ream	3	200.00	600.00			
22	Paper, bond, A4 (80 gsm)	Paper, bond, A4 (80 gsm) 500 sheets/ream	ream	30	200.00	6,000.00			
23	Roller Ball Pen (Black Ink)	Pen, ballpoint, fine, point pen tip: (0.5mm) Color: Black, 12pcs/box	box	2	900.00	1,800.00			
24	Roller Ball Pen (Blue Ink)	Pen, ballpoint, fine, point pen tip: (0.5mm), Color: Blue, 12pcs/box	box	2	900.00	1,800.00			
25	Roller Ball Pen, 0.3mm	Roller Ball Pen, Pen tip size: 0.3mm, Color: Black, 12pcs/box	box	1	1,000.00	1,000.00			
26	2-in-1 permanent marker with fine and extra-fine tips, 12pcs/box, black	2-in-1 permanent marker with fine and extra-fine tips, 12pcs/box, black	box	2	1,100.00	2,200.00			
27	Pen, marking (Black), DVD/OHP	Pen, marking, Color: (Black), DVD/OHP, 12pcs/box	box	1	1,000.00	1,000.00			
28	Pencil, standard office size, No. 2	Pencil, standard office size, No. 2, 12pcs/box	box	3	100.00	300.00			
29	Photo Paper, High Gloss, A4 Size	Photo Paper, High Gloss, A4 Size, 10sheets/pack	pack	5	200.00	1,000.00			
30	Record Book, 100 pages large	Record Book, pages: 100 pages, size: Large	pc	5	150.00	750.00			
31	Record Book, 100 pages Small	Record Book, pages: 100 pages, size: Small	pc	10	65.00	650.00			
32	Rubber Bands, Brown Arrow	Rubber Bands, Color: Brown, weight: 350g/box, flat type	box	10	60.00	600.00			
33	Stick Pads, 3 X 3, Multicolored	Stick Pads, size: 3 X 3, color: Multicolored, 100sheets/pad	pad	20	50.00	1,000.00			
34	Transparent Tape, 1/2", 50m	Transparent Tape, clear, size: 1/2", 50m	pc	10	40.00	400.00			
35	Transparent Tape, 1", 50m	Transparent Tape, clear, size: 1", 50m	pc	10	60.00	600.00			
36	Transparent Tape, 2", 50m	Transparent Tape, clear, size: 2", 50m	pc	10	50.00	500.00			
37	Sticker paper, A4 size	Sticker paper, A4 size, inkjet friendly, 20 pcs/ pack	pack	10	100.00	1,000.00			
38	Sticky flags, "Sign Here" yellow 25x43mm	Sticky flags, "Sign Here" color: yellow, size: 25x43mm	pack	10	200.00	2,000.00			
39	Metal file tray, mesh, 3 tiers	Metal file tray, mesh, 3 tiers, size: 35x28x28cm, high quality	pc	10	300.00	3,000.00			
40	Stainless steel scissors with stainless blade	Stainless steel scissors with stainless blade, high quality color: assorted	pc	10	120.00	1,200.00			
41	Stapler #35 heavy duty	Stapler #35 heavy duty, stainless steel and durable plastic, size: 125 mm x 50 mm x 55 mm (LWH)	pc	5	100.00	500.00			
42	Battery, heavy duty, AA	Battery, super heavy duty, AA 4pcs/pack	pack	10	300.00	3,000.00			
43	Battery, heavy duty, AAA	Battery, super heavy duty, AAA 10pcs/pack	pack	10	300.00	3,000.00			
44	Staple wire bullet #35	Staple wire bullet, Size: No. 35, Packaging Size: 5000 staples per box	box	10	125.00	1,250.00			
45	Multi color label maker tape	Multi color label maker tape, Size: 9mm x 3m, Color: assorted	pc	10	150.00	1,500.00			
46	Push pin, assorted color	Push pin, assorted color, 100pcs/pack	pack	10	100.00	1,000.00			
47	Duct tape	Duct Tape Heavy Duty Cloth Tape Silver Tape 2 Inches Duct Tape 10 Meter 25 Meter Long Gray	pc	5	200.00	1,000.00			
48	Clear book, refillable, long 20 sheet	Clear book, refillable, assorted color, size: long, 20 sheet	pc	5	200.00	1,000.00			

49	Highlighter pen	Highlighter pen, assorted color, textliner48, superfluorescent	pc	10	100.00	1,000.00			
50	Stamp pad, blue	Stamp pad, blue, Dimension: 4.88 X 3.35 Inches	pc	2	150.00	300.00			
51	Quartet Magnetic Combination Calendar Board 23x17	Quartet Magnetic Combination Calendar Board size: 23x17 inches, Self-stick tape for mounting included, Black and silver frame	pc	2	2,500.00	5,000.00			
52	Two hole, puncher, heavy duty	Two hole, puncher, heavy duty	pc	1	588.10	588.10			
<b>TOTAL ABC</b>						<b>62,928.10</b>			
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>		

Reviewed and Checked By:

  
**Chrysanthemum C. Collado**  
 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

  
**Analiza C. Dote**  
 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 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: \_\_\_\_\_

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

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

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

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

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

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