

**UNIVERSITY OF THE PHILIPPINES****LOS BANOS**

Los Banos, IV-A

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)**Office: IRNR-CFNR****UPLB BAC SECRETARIAT**BY: Alij DATE: 27 June 2025**JUL 01 2025****UPLB-RQ-06-289-25-RES****DEADLINE OF SUBMISSION:**

Suppliers Name: _____

Date **June 20, 2025**

Fund Code: _____

N8-438-22

MOP: _____

SHOPPING

Contact No: _____

0982-670-9271

Contact Person: _____

GLEND A. C. ALCACHUPAS

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

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: _____

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	OFFICE SUPPLICE	AAA super heavy-duty Battery 4PC/PCK	pck	5	365.00	1,825.00				
2		AA super heavy-duty Battery 4PC/PCK	pck	5	470.00	2,350.00				
3		A4 size paper all-purpose 5's/box 70gsm	box	19	1,200.00	22,800.00				
4		Ballpen(blue) OG.5	pc	100	6.00	600.00				
5		Ballpen(black) OG.5	pc	100	6.00	600.00				
6		Expanding envelope Legal	pc	25	40.00	1,000.00				
7		Manila Paper	pc	150	5.00	750.00				
8		Brown Envelope Short	pc	50	7.00	350.00				
9		Brown Envelope Long	pc	50	8.00	400.00				
10		Different Color Cartolina	pc	150	6.00	900.00				
11		Correction tape	pc	10	50.00	500.00				
12		Pastenerr Plastic 7cm 2in 50pc/box	box	10	120.00	1,200.00				
13		Puncher 2 holes	pc	1	420.00	420.00				
14		Rubber band round 50gms	box	4	80.00	320.00				
15		Roller pen Black	pc	10	150.00	1,500.00				
16		Roller pen Blue	pc	10	150.00	1,500.00				
17		Staple wire 5000s	box	10	90.00	900.00				
18		Masking Tape 24mm x 30m	pc	30	30.00	900.00				
19		Transparent tape 24mm x 30mm	pc	20	50.00	1,000.00				
20		Permanent Marker black (12pcs/box)	box	5	264.00	1,320.00				
21		White Board marker blue (12pcs/box)	box	5	750.00	3,750.00				
22		White Board marker black (12pcs/box)	box	3	750.00	2,250.00				
23		ID Lace	pc	150	9.00	1,350.00				
24		Id Holder (A6 SIZE)	pc	150	10.00	1,500.00				
25		Notebook	pc	200	30.00	6,000.00				
26		Vellum short	pck	10	30.00	300.00				
27		Vellum paper Specialty paper A4 size cream color	pck	10	35.00	350.00				
28		A4 size paper all-purpose 5's/box 80gsm	box	10	1,500.00	15,000.00				
29		Pencil w/ eraser 12's	box	10	140.00	1,400.00				
30		Long bond paper paper all purpose 8.5"x13"	box	2	1,300.00	2,600.00				
31		Short bond paper paper all purpose 8.5"x11"	box	3	1,000.00	3,000.00				
32		Short Plastic Envelope	pc	25	20.00	500.00				
33		Long Plastic Envelope	pc	25	25.00	625.00				
34		L-Plastic folderclear A4 size	pc	50	10.00	500.00				
35		Sticker Paper	pck	10	75.00	750.00				
36		restickable Notes	pc	15	30.00	450.00				
37		Restickable sign here sticker	pc	50	179.00	8,950.00				
38		Clip Board A4 size	pc	10	150.00	1,500.00				
39		Paper file storage	pc	5	300.00	1,500.00				
40		15" x15" paper cutter heavy duty	pc	1	500.00	500.00				
41		paper metal clip Vinyl Coated Assorted 33mm 100s	box	10	25.00	250.00				
42		paper metal clip Vinyl Coated Assorted 50mm 100s	box	10	45.00	450.00				
					TOTAL ABC	94,610.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

ANDREW P. 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.

GLENDAC A. CACHUPAS
BUYER/END-USER

TERMS AND CONDITIONS:

1. Price quotation/s shall be valid for a period of at least (30) calendar days from the date of submission.
2. 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.
3. Delivery period within 30 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. 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: