



PHILIPPINE CARABAO CENTER
University of the Philippines Los Baños
Los Baños, IV-A
VAT Reg. TIN: 000-864-006-00004



Request for Quotation/ Bid Form (Technical Specifications)
UPLB PCC

UPLB SAC SECRETARIAT
BY: [Signature] DATE: 11-19-26
NOV 21 2025 ^{10am}
UPLB-RQ-11-542-25-RB
DEADLINE OF SUBMISSION

UPLB-RQ-PCC

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: November 11, 2025
Fund Code: 8814921
MOP: CHECKING
Contact No: (049) 536 2729 / 09155991170
Contact Person: NARCISO S. TOLEDO / GERALD B. PELEGRINA

Please quote your lowest price on the item/s listed below, subject to the General Conditions below. PL# 2504-10A234

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
- 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: _____

2025 Office Supplies and Devices

2504-10A234

2504-10A234										
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 Supplies and Devices	Copy Paper, A4 Copy Paper, 500 sheet, 80 GSM	ream	67	510.00	34,170.00				
2		Copy Paper, Legal Copy Paper, 500 sheet, 80 GSM	ream	67	528.00	35,376.00				
3		Branded and Brand New Stapler, SIZE: 125 mm x 50 mm x 55 mm (LWH), STAPLES: No. 35 (26/6), No. 3 (24/6), THROAT DEPTH: 64 mm, LOAD CAPACITY : 100 Staples, STAPLING CAPACITY: 2-30 sheets of 70 g/m2 paper	Pc	3	204.00	612.00				
4		Sticker Paper,High Quality, Size: A4, Glossy, 10sheets per Pack	Pack	10	120.00	1,200.00				
						71,358.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

ANDREW P. RICARDO

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.

Jhona A. Presa
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 53.6)	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 500K
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 _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____