



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

Request for Quotation/ Bid Form (Technical Specifications)
Feeds and Industrial Crops, IPB-CAFS

UPLB BAC SECRETARIAT
BY: JS DATE: 11-21-25
NOV 24 2025^{10am}
UPLB-RQ-11-548-25-RES
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

Date

October 9, 2025

Fund Code:

N9-321-2B

MOP:

NP - 53.9 SMALL VALUE PROCUREMENT

Contact No:

abautista@up.edu.ph

Contact Person

Angelique O. Bautista

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

Part 2025-11-13850

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 how the detailed technical specifications of their offer against each of the individual parameters of each item/requirement.)	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only.)
1	Ballpen	Ballpen holder with organizer	pc	5	132.00	660.00				
2	Binder Clip	Binder Clip, Small. 3/4", 12pcs/box	box	8	50.00	400.00				
3	Binder Clip	Binder Clip, Medium, 1", 12pcs/box	box	10	60.00	600.00				
4	Binder Clip	Binder Clip, Large, 2", 12pcs/box	box	18	100.00	1,800.00				
5	Bond Paper	Bond paper, pink, A4, 5 reams, (500pcs/ream) per box	box	2	1,500.00	3,000.00				
6	Bond Paper	Bond paper, long, 5 ream, (500pcs/ream) per box	box	3	1,500.00	4,500.00				
7	Bond Paper	Bond paper, A4, 5 reams, (500pcs/ream) per box	box	3	1,500.00	4,500.00				
8	Clip board	Clipboard with Cover File Folder, PVC	pc	5	147.00	735.00				
9	Calculator	Calculator, dual power, 12 digit	pc	5	500.00	2,500.00				
10	Correction Tape	Correction Tape, 6m x 5mm	pc	15	110.00	1,650.00				
11	White board	White board 90x120cm, magnetic with aluminum frame	pc	1	3,000.00	3,000.00				
12	Duct	Duct tape, 1inch, width 25.4mm	pc	20	75.00	1,500.00				
13	Extension	Extension cord tower, heavy-duty, 16-gang with usb slot, 1.83m cord	pc	1	2,000.00	2,000.00				
14	Envelope	Envelope, brown, long, 100pcs/box	box	2	250.00	500.00				
15	Envelope	Envelope, brown, 44, 100pcs/box	box	2	250.00	500.00				
16	Envelope	Expanding envelope long with string	pc	20	30.00	600.00				
17	Folder	Expanded green long folder	pc	40	25.00	1,000.00				

18	External drive	External Drive, 2TB, USB 3.0 Portable hdd	pc	4	3,000.00	12,000.00				
19	Organizer	File table top metal organizer, vertical , 3 tier file, sturdy, Size: 28x24.5x35c	pc	10	360.00	3,600.00				
20	Glue	Glue, multi-purpose, 130g	pc	5	60.00	300.00				
21	Highlighter	Highlighter pen, assorted color, 10pcs/box	box	2	550.00	1,100.00				
22	Laminating Film	Laminating Film, 100microns, 100pcs/pack	pack	4	330.00	1,320.00				
23	Tape	Masking tape, 24 mm x 30 m	pc	25	45.00	1,125.00				
24	Marker	Permanent Marker, Black, 12pcs./box, broad	box	3	270.00	810.00				
25	Marker	Permanent Marker, Blue 12pcs./box	box	3	270.00	810.00				
26	Marker	Permanent Marker, Red 12pcs./box	box	3	270.00	810.00				
27	Marker	Permanent Marker Ink Refill, Black, 20ml	pc	15	55.00	825.00				
28	Marker	Permanent Marker Ink Refill, Blue, 20ml	pc	10	55.00	550.00				
29	Plastic	Plastic Zipper Grid Envelope/Bag for Document , Extra Large 10pcs/pack, Size: A3(41.7*31.7CM)	pack	5	320.00	1,600.00				
30	Photo paper	Photo paper, A4 size, 100 sheets per pack	pack	4	250.00	1,000.00				
31	Protractor	Protractor, 40, plastic, high quality	pc	6	60.00	360.00				
32	Puncher	Puncher, 1 hole, heavy duty	pc	2	75.00	150.00				
33	Record book	Record Book, 500 pages, Big, 7x 11 inches	pc	5	130.00	650.00				
34	Record book	Record Book, 200 pages, small, 14cmx21cm	pc	15	100.00	1,500.00				
35	Plastic cover	Plastic Cover Notebook, small, with Ball Pen, 10x14cm	pc	10	65.00	650.00				
36	Battery	Rechargeable battery with charger, 4-slot, AAA/AA	set	3	600.00	1,800.00				
37	Ballpen	Retractable Ballpoint pen, 12pcs/box, 0.5mm	box	3	195.00	585.00				
38	Rubber band	Rubber bands, 350 grams per box	box	5	100.00	500.00				
39	Scissors	Scissors, Stainless steel blades, Handles made of soft PP+TPR material, size: 8 inch	pc	5	120.00	600.00				
40	Pen	Sign pen, Black, 0.7mm tip size, metal tip, gel ink, 12pcs/box	box	2	500.00	1,000.00				
41	Pen	Sign pen, Blue, 0.7mm tip size, metal tip, gel ink, 12pcs/box	box	2	500.00	1,000.00				
42	Sticker paper	Sticker Paper, 100pcs per pack, A4 size	pack	5	200.00	1,000.00				
43	Sticky notes	Sticky Notes, assorted color, 3x3, 100pcs/pack	pack	10	61.00	610.00				

44	Tacker	Tacker staples, size: 10mm, 2400pcs/box	box	5	180.00	900.00				
45	Tape	Tape, 1inch, masking, 20meters	pc	60	32.00	1,920.00				
46	Tape	Tape, 2inch, masking, 20meters	pc	60	45.00	2,700.00				
47	Tape	Tape, 1inch, transparent, 50meters	pc	60	27.00	1,620.00				
48	Tape	Tape, 2inch, transparent, 100meters	pc	60	35.00	2,100.00				
49	Ruler	Ruler (plastic) 12inches, unbreakable	pc	5	36.00	180.00				
50	Stamp	Security stamp protective roll stamps, with refill inks	pc	2	350.00	700.00				
51	Stapler	Stapler, Staple Size: 24/6 - With Built-In Staple Remover	pc	3	320.00	960.00				
52	Marker	Ultra Fine-tip Marker, Black, Retractable12pcs./box	box	3	580.00	1,740.00				
53	Marker	Ultra Fine-tip Marker, Blue, Retractable12pcs./box	box	3	580.00	1,740.00				
54	Marker	Ultra Fine-tip Marker, Red, Retractable12pcs./box	box	3	580.00	1,740.00				
TOTAL ABC						82,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

ANDREW P. LICARDO

BAC TAG

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.

ANGELIQUE O. BAUTISTA
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 14 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 (GPPS Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement- Small Value Procurement (Section 53.8)	Negotiated Procurement- Lease of Real Property or Vessel (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	/	/	/	/	/
6 Omnibus Sworn Statement	/	FOR ABC'S	/	/	FOR
7 NFCC for Infrastructure with ABC above Ph500k	/	FOR ABC'S	/	/	FOR

After having carefully read and accepted your General Conditions, I/we quote you on the items at prices noted above.

Name of the Company:

Address:

Signature over Printed

Name of Representative:

Position:

Tel. No.:

Fax No.:

Email Address:

Date: