



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

Request for Quotation/ Bid Form (Technical Specifications)
OVCPD-UPMO

UPLB BAC SECRETARIAT
BY: fr DATE: 12-05-25
DEC 09 2025 ^{10am}
UPLB-RQ-12-704-25-600DS
DEADLINE OF SUBMISSION:

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: Nov. 6 2025
Fund Code: 9302612
MOP: SVP
Contact No: janines1@up.edu.ph
Contact Person: Janina C. Angeles

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

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: _____

Office Supplies and Device PPMP
2025 4th Qrt.

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATE D UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATE D 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	QUOTE D UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/ Evaluators only)
2	Office Supplies and Devices	"Uninterruptible Power Supply (UPS). Output power capacity:1400VA, Output power atleast 700W, Input operation voltage (min-max): 150V - 280V, with atleast four (4) AC Outlets	pc	14	7,540.00	105,560.00				
3		UPS AVR: Output Power Capacity: 2200VA, Output Power at least 1200W, Input operation voltage (min-max): 150V - 280V, Universal sockets	pc	1	23,250.00	23,250.00				
4		4-tier file mesh tray	pc	8	440.00	3,520.00				
5		A3 COPY PAPER, 80gsm	rm	60	480.00	28,800.00				
6		A4 COPY PAPER Blue, 80gsm	rm	10	400.00	4,000.00				
7		A4 COPY PAPER GREEN, 80gsm	rm	10	400.00	4,000.00				
8		A4 COPY PAPER Pink, 80gsm	rm	10	400.00	4,000.00				
9		A4 COPY PAPER, Yellow, 80gsm	rm	10	400.00	4,000.00				
10		BALLPEN BLACK Super Fine 0.5mm	pc	120	15.00	1,800.00				
11		BALLPEN BLUE Super Fine 0.5mm	pc	120	15.00	1,800.00				
12		BLADE REFIL (18mm THICK)	pc	30	5.00	150.00				
13		Battery, Alkaline, 2pc/pack AA	pck	18	130.00	2,340.00				
14		Battery, Alkaline, 2pc/pack AAA	pck	14	142.00	1,988.00				
15		Marker, permanent, bullet type, black	pc	15	80.00	1,200.00				
16		Paper, multicopy, 80 gsm, Size: 216mm x 330mm	rm	30	300.00	9,000.00				
17		Paper, white, plotter, 24 in 50 years, 80gsm	rol	2	1,085.00	2,170.00				
18		Plastic Cover, gauge 2.4, 48" x 50 yards per roll	rol	2	1,650.00	3,300.00				
19		RECORD BOOK (300PAGES), 8.5" x 11"	pc	30	125.00	3,750.00				
20		RECORD BOOK (500PAGES), 8.5" x 11"	pc	50	250.00	12,500.00				
21		Restickable flags (sign here) 1 inch x 1.7 inch, yellow, 50flags/pack	pc	50	190.00	9,500.00				
22		Rubber Band, 70mm min lay flat length (#18)	box	2	190.00	380.00				
23		STICK-ON NOTEPAD 3x3, 100sheets/Pack, yellow	pck	35	50.00	1,750.00				
24		STICK-ON NOTEPAD 3x4, 100sheets/Pack, yellow	pck	25	75.00	1,875.00				
25		Signpen, GREEN, 0.5mm needle tip, liquid gel ink, 12pcs/box	box	10	420.00	4,200.00				
		Signpen, VIOLET, 0.5mm needle tip, liquid gel ink, 12pcs/box	box	10	420.00	4,200.00				

26	Tape double sided, 24mm	pc	12	56.00	672.00				
				TOTAL ABC	239,705.00				
TOTAL QUOTED AMOUNT IN WORDS:									

Reviewed and Checked By:

ANNA VERONICA G. EVANGELISTA
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.

JANINA C. ANGELES
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 14 calendar days.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions 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

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

Representative:

Position:

Tel. No. :

Fax No. :

Email Address:

Date: