

UNIVERSITY OF THE PHILIPPINES
UP Los Baños
College Laguna

Request for Quotation
REQUESTING UNIT (select from the list)

Sig. 8.17
DATE

S- 170-17 R

AUG 08 2017

SUPPLIER'S NAME

Date Prepared

07/19/17 (Wed)

8:40 AM

RFQ No

4816

Fund Code

Trust Fund (184)

8219700

Mode of Procurement

Shopping (Sec.52.1b)

Evaluation and award

Contact Person/ End-user

ruphil condos/536-4009

Contact No / Email Add

up.edu.ph

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions on the last page, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than (_____ 1 day _____) in the return Envelope attached herewith.

- Note:
- All entries must be written in print and properly accomplished. Do not leave blank entries. Put N/A for not applicable
 - 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 sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples.
 - Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase Order (PO)
 - In order to assure that manufacturing defects shall be corrected by the 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 period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.
 - Delivery period within _____ 1 _____ calendar days
 - Documentary requirements per Memorandum No. 03, Series of 2017 shall be attached upon submission of the quotation (for new suppliers).
 - Others.

RFQ for PR No. _____

LOT #	ITEM #	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	Qty.	Unit of Issue	Estimated Unit Cost	Estimated Total Cost	OFFERED SPECIFICATIONS Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	UNIT PRICE	TOTAL COST	EVALUATION (Leave this space blank For BAC/ Evaluators only)
			Ink Cartridge for HP office jet Pro 933. 1 set of colored ink consist of 1 cartridge black, 1 Cartridge yellow, 1 Cartridge Magenta, 1 Cartridge cyan original HP ink	4.00	set	3,200.00	12,800.00				
			Toner Cartridge-Black toner Cartridge (CE285A)85A Black original ink for HP LaserJet Pro 1102 1102w M1212nf M1132f HP printers	12	box	3,500.00	42,000.00				
			Color LaserJet CB 131A Black Toner Cartridge Original HP Ink	3	pc	3,500.00	10,500.00				
			Color LaserJet CB 131A Cyan Toner Cartridge Original HP Ink	3	pc	3,500.00	10,500.00				
			Color LaserJet CB 131A Yellow Toner Cartridge Original HP Ink	3	pc	3,500.00	10,500.00				
			Color LaserJet CB 131A Magenta Toner Cartridge Original HP Ink	3	pc	3,500.00	10,500.00				
			Ink Cartridge for HP office jet Pro 935. 1 set of colored ink consist of 1 Cartridge black, 1 Cartridge yellow, 1 cartridge Magenta, 1 cartridge cyan, HP original ink	4	set	3,200.00	12,800.00				
TOTAL ABC:						P109,600.00	TOTAL AMOUNT:				
								IN WORDS			

Reviewed and Checked by:
Alexander Balatibat
ALEXANDER BALATIBAT
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 or on or before the deadline stated herein.

Milom Batino
MILOM BATINO
Buyer

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of at least thirty (30) calendar days from the date of submission.
- Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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 and accept an offer as may be considered most advantageous to the University.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representatives.

After having carefully read and accepted your Terms and Conditions, I/We quote you on the Item at prices noted above.

Name of the Company _____
Address _____ Tel No _____
Name of Representative _____ Fax No _____
Position _____ Email Address _____
Signature _____ Date _____

Requirements for Suppliers (Memorandum No. 03, Series	Shopping	SVP	Scientific	Lease	Emergency
1 Mayor's/ Business Permit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 PhilCEPS Registration Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Professional license/ CV (consulting services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 PCAB License (for Infrastructure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Income / Business tax returns (except for government agencies as lessors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Omnibus Sworn Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 NITCC for Infrastructure with ABC above PnP500k	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>