



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, IV-A  
VAT Reg. No. 000-864-006-00004

Request for Quotation/ Bid Form (Technical Specifications)  
Agricultural System Institute

UPLB BAC SECRETARIAT  
BY: [Signature] DATE: 7-5-21  
JUL 14 2021 [Signature]  
UPLB-RQ- 7-208-21-PES  
DEADLINE OF SUBMISSION

DEADLINE OF

Date: June 03, 2021  
Fund Code: N824621 (Supplies & Materials)  
MCP: Shopping  
Contact No: 536-2459  
Contact Person: Melba S. Paelmo

- 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 demonstrated in Philippine Peso shall include all taxes, duties, and/or fees 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: \_\_\_\_\_

Please quote your lowest price on the items listed below, subject to the General Conditions below.

ITEM NO.	GENERAL NAME OF THE ITEM	ASSIGNED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT	ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT	OFFERED SPECIFICATION <small>(Indicate how you comply with the described technical specifications of items with which you are best of the described parameters of each requirement)</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Mark this space blank for BAC/Evaluators only)</small>
1	INK	Epson #003 Black, 70 ml, genuine or original (not re-fill or remanufactured), Brand new	pc	10	650.00	6,500.00				
2	INK	Epson #003 Cyan, 70 ml, genuine or original	pc	10	650.00	6,500.00				
3	INK	Epson #003 Yellow, 70 ml, genuine or original (not re-fill or remanufactured), Brand new	pc	10	650.00	6,500.00				
4	INK	Epson #003 Magenta, 70 ml, genuine or original (not re-fill or remanufactured), Brand new	pc	10	650.00	6,500.00				
5	INK	HP # 680 Black, genuine or original (not re-fill or remanufactured), Brand new	pc	10	700.00	7,000.00				
6	INK	HP # 680 Colored, genuine or original (not re-fill or remanufactured), Brand new	pc	10	750.00	7,500.00				
7	TONER CART	HP CF280A, LaserJet Pro M401/M425 2.7K Black, original (not re-fill or remanufactured), brand new	pc	2	6,000.00	12,000.00				
						TOTAL ABC			52,500.00	

Reviewed and Checked By: [Signature]  
**Lea C. Gonzales**  
BAC TWG

TOTAL QUOTED AMOUNT IN WORDS:

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.

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 maximum 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 DURABLE SUPPLIES.
- Delivery period within \_\_\_\_\_ 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 inter-questions, remarks or oversights shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

BUYER/ END-USER

Requirements for Suppliers (SPRB Resolution No. 21-2017)

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement (Small Value Procurement) (Section 53.9)	Negotiated Procurement (Large of Real Property or Value) (Section 53.10)	Negotiated Procurement: Science, Scholarship or Artists Work, Exclusive Technology and Mobile Services (Section 53.6)	Negotiated Procurement (Emergency) (Section 53.2)
1. Mayor's/Business Permit	/	/	/	/	/
2. PROSPTS Registration Number	/	/	/	/	/
3. Professional License (CV/Professional Services)	/	/	/	/	/
4. PCAB License (for Infrastructure)	/	/	/	/	/
5. Income / Business tax returns (except for government agencies as issuer)	/	/	/	/	/
6. Dividend Statement	/	/	/	/	/
7. NCCC for Infrastructure with ABC above PHILCOR	/	/	/	/	/

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: \_\_\_\_\_