



UNIVERSITY OF THE PHILIPPINES

LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 000-854-000-00004

Request for Quotation/ Bid Form (Technical Specifications)
 END-USER

UPLB BAC SECRETARIAT

BY: A DATE: 7-24

JUL 28 2021 *pm*

UPLB-RQ 7-221-21125

DEADLINE OF SUBMISSION

SUBMISSION: _____

Suppliers Name: _____

Date: _____

Fund Code: N830832

MOP: _____

Contact No: 495300808

Contact Person: MYLA IDIAN

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

- 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: With latest Comprehensive Insurance and Certificate of Public Convenience

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 <small>(Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements)</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Multipurpose Copier	BRANDED AND BRAND NEW J BY 1 MULTIFUNCTIONAL DEVICE (MFD): A Photocopier, Network Printer with Full Color Scanning Easy to use control panel with 5-line LCD Engine Speed: 310rpm/ppm 37cpm 1GB Memory Paper Size: A3(11"x17"), A4, Letter, Legal Paper Capacity: Built-in steel cabinet with 1,100-sheets (500-sheets x 2 cassette tray + 100-sheets multi-bypass tray) 100-Sheets Reversing Single Pass Feeder (RSPF) Built-in dustless duplex mode efficiently makes two-sided copies/prints 999 Maximum continuous copy Multi-type tray accommodates heavy paper up to 300grm 10 card copy, 90 degree Rotation Sort, electronic sorting grouping, centering, auto paper reconfiguration selection Direct Printing/Scanning with USB drive PCL6 PDL emulation; Enables Wireless connectivity with option Supported OS: Windows Server® 2012/2012 R2, 2016/2019, Windows 8, 1/10, MAC OS 10.8/10.10/10.11/10.12/10.13/10.14/10.15 Full Color network Scanning with multiple Scan Destinations: Scan to Email, Desktop/FTP server, Folder, USB drive. User Authentication prevents unauthorized MFP use Equipment Warranty is Two (2) years or 300,000copies/prints whichever comes first	unit	2	142,000.00	284,000.00				
Total ABC						284,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: _____

 A
 ANDREW P. LICARDO / 03.25.2021
 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.

 MYLA IDIAN
 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 covered by supplier, a warranty security shall be required from the contract awarded 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: _____ 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 modifications, issuance, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

Requirements for Suppliers [OPP Resolution No. 21-2017]

REQUIREMENTS	Shopping (Section 52)	Registered Procurement- Small Value Procurement (Section 53.8)	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 PH&GPS Registration Number	/	/	/	/	/
3 Professional Sponsor/ CV (consulting services)	/	/	/	/	/
4 PCAB License (for infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE \$10K	/	/	FOR ABC'S ABOVE \$10K
6 Omnibus Bidder Statement		FOR ABC'S ABOVE \$10K			FOR ABC'S ABOVE \$10K
7 NFCC for Infrastructure with ABC above \$1000K		/			FOR ABC'S ABOVE \$10K

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: _____ Tel. No: _____

Signature over Printed Name of Representative: _____ Fax No: _____

Position: _____ Email Address: _____

Date: _____