

UPLB BAC SECRETARIAT
 BY: JS DATE: 3/2/22
 MAR 07 2022 TIL
11AM
 UPLB-RQ- 3-034-22-6000X
 DEADLINE OF SUBMISSION



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

Request for Quotation/ Bid Form (Technical Specifications)
 Dean's Office College of Human Ecology

UPLB-RQ-
 DEADLINE OF SUBMISSION:

Suppliers Name: _____ Date: March 05, 2021
 Fund Code: 8287100(GCF)
 MOP: PUBLIC BIDDING
 Contact No: 536-2682
 Contact Person: amcasabuena@up.edu.ph

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: _____

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>Supplier 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	Office Equipment	Branded and brand new multi-function copier with the following specifications: - Paper size: A3, A4, letter size and legal size - Paper capacity: 250 sheets tray; 100 shts reversing single pass feeders - Maximum continous capacity: 999 shts - Multi bypass tray accomodates paper up to 200/gm ² - Direct printing/scanning with USB drive - Supported OS: Windows 10 - Full color network scanning with multiple scan destination: scan to email, dekstop, FTP server, folder and USB Power requirements: Rated local AC voltage ±10%, 50/60 Hz; power consumption: - Warranty: 1 year on parts OR based on the number of copies/prints -Lifetime Free maintenance service	un	1	85,000.00	85,000.00				
TOTAL ABC						85,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: [Signature]
 DANILO SANTIAGO
 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.

ELIZABETH M. CASABUENA
 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 _____ calendar days.
- Award of contract shall be made to the lowest quotation wch complies with the technical specifications, and other terms and condition 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 initialed 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 less or)		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 P1500k	/			FOR ABC'S ABOVE Box
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After having carefully read and accepted your General Conditions, I We quote you on the item at prices noted above.

Name of the Company:	_____	Tel. No.:	_____
Address:	_____	Fax No.:	_____
Signature over Printed	_____	Email Address:	_____
Name of Representative:	_____	Date:	_____
Position:	_____		