



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

Request for Quotation/ Bid Form (Technical Specifications)
INSTITUTE OF AGROFORESTRY

UPLB BAC SECRETARIAT
 BY: 1 DATE: 5-12-22
 MAY 18 2022 - TIL 5PM
UPLB-RQ- 5-164-22-RES
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: 1/26/2022 PR # 120894
 Fund Code: N91932B
 MOP: Shopping
 Contact No: 049 536 3809/ 09497114437
 Contact Person: Diana Rendon

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: SUPPLIERS' STORE/ESTABLISHMENT SHOULD BE LOCATED IN LOS BAÑOS, LAGUNA OR WITHIN THE VICINITIES.

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	Ink cart	Brand new and genuine ink for HP 1510, 680, black, sealed with at least 1 year expiration upon delivery	pc	40	655.00	26,200.00				
2	Ink cart	Brand new and genuine ink for HP 1510, 680, tricolor, sealed with at least 1 year expiration upon delivery	pc	40	655.00	26,200.00				
3	Ink cart	Brand new and genuine ink for HP CZ107AA (HP 678), black, sealed with at least 1 year expiration upon delivery	pc	40	655.00	26,200.00				
4	Ink cart	Brand new and genuine ink for HP CZ107AA (HP 679), tricolor, sealed with at least 1 year expiration upon delivery	pc	40	655.00	26,200.00				
5	Ink cart	Brand new and genuine ink for Canon 810, black, sealed with at least 1 year expiration upon delivery	pc	4	1,200.00	4,800.00				
6	Ink cart	Brand new and genuine ink for Canon 810, tricolor, sealed with at least 1 year expiration upon delivery	pc	4	1,550.00	6,200.00				
7	Ink	Brand new and genuine ink for Epson L405,664, black, sealed with at least 1 year expiration upon delivery	pc	5	365.00	1,825.00				
8	Ink	Brand new and genuine ink for Epson L405,664, cyan, sealed with at least 1 year expiration upon delivery	pc	5	365.00	1,825.00				
9	Ink	Brand new and genuine ink for Epson L405, 664, yellow, sealed with at least 1 year expiration upon delivery	pc	5	365.00	1,825.00				
10	Ink	Brand new and genuine ink for Epson L405,664, magenta, sealed with at least 1 year expiration upon delivery	pc	5	365.00	1,825.00				
11	Ink	Photocopier toner, Brand new and genuine ink for AR153N, sealed with at least 1 year expiration upon delivery	pc	2	4,000.00	8,000.00				
TOTAL ABC						131,100.00				
								TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: Andrew P. Licardo

 ANDREW P. LICARDO
 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.

J.R.
Ma. Diana Rendon
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 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
3. Delivery period within **5 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 interlineations, erasure, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. OTHER CONDITIONS: SUPPLIER'S STORE MUST LOCATED IN LOS BAÑOS, LAGUNA OR WITHIN THE VICINITIES.

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

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement	Negotiated Procurement	Negotiated Procurement: Scientific, Scholarly or Artistic Work: Exclusive	Negotiated Procurement
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 NF-CC for Infrastructure with ABC above Ph500k		/			FOR ABC'S ABOVE 50K

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: _____