



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

Request for Quotation/ Bid Form (Technical Specifications)
CPMD, ICROPS, CAFS

UPLB BAC SECRETARIAT
BY: *[Signature]* DATE: *11/7/22*
NOV 11 2022 *TUL 11AM*
UPLB-RQ- *11-300-22-6000*
DEADLINE OF SUBMISSION

UPLB-RQ-
DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: 10/25/2022
Fund Code: 8265400
MOP: NP-SMALL VALUE PROCUREMENT
Contact No: (049) 536-0716
Contact Person: Sheryl R. Valencia/ Allison C. Morales
svalencia@up.edu.ph
acmorales1@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>Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Document Scanner	Branded and Brand new, Document Scanner with with booklet scanning; Scanner: Scanner Type: A4 sheet-fed, one-pass duplex colour scanner Sensor Type Contact Image Sensor (CIS) Scanning Method Fixed carriage & moving document Light Source RGB LED Optical Resolution: 600 x 600 dpi Output Resolution: 50 - 1,200 dpi (in 1 dpi increments) Bit Depth Each colour (RGB): 10 bit input / 8 bit output Document Size Minimum 50.8 x 50.8 mm Maximum 215.9 x 6,096 mm Supported Paper Weight 27 - 413 g/m2 (A8 or less 127 - 413 g/m2) ADF Capacity 100 sheets (80g/m2) Daily Scan Volume Up to 7,000 pages / day Up to 9,000 pages / day Multi-feed Detection Ultrasonic Sensor and Length Detection Interface USB 3.0, Optional Ethernet (With Network Interface Unit) Scanning Speed Resolution (Colour/Greyscale/Mono) Simplex / Duplex 200 dpi 65ppm / 130ipm 85ppm / 170ipm 300 dpi 65ppm / 130ipm 85ppm / 170ipm 600 dpi 16ppm / 32ipm 23ppm / 46ipm Drivers and Software Supported OS (Scanner Driver) Windows Windows XP / Vista / 7 / 8 / 8.1 / 10 / Server 2003 / Server 2008 / Server 2012 / Server 2016 Mac Mac OS X 10.6.8 or later Driver Compatibility TWAIN, SANE, WIA, ICA, ISIS Software: ISIS Driver (Web Download) Scan OCR Component Scan PDF Extensions Document Capture Pro (Windows) Document Capture (Mac) File Format Epson Scan 2: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX Electrical Specifications Rated Voltage AC 220-240 V Rated Frequency 50 - 60Hz Power: 18W 20W Application/Driver CD, usb data cble and power cable included; Warranty: 1 year on parts and services.	un	1	60,000.00	60,000.00				
TOTAL ABC:						60,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

[Signature]
Mark Efron Gironella
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.

[Signature]
FERNANDO C. SANCHEZ JR.
BUYER/ END-USER

TERMS AND CONDITIONS:

1. Price quotations 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 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 30 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. UPPLB 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 representatives.

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

REQUIREMENTS	Shopping (Section 5.2)	Negotiated 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 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 NFCC for Infrastructure with ABC above P1000k		/			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. : _____

Fax No. : _____

Signature over _____

Email Address: _____

Printed Name of _____

Date: _____

Position: _____