



**UNIVERSITY OF THE PHILIPPINES**  
**LOS BANOS**  
 Los Banos, IV-A  
 VAT Reg. TIN: 000-864-006-00004  
 Request for Quotation/ Bid Form (Technical Specifications)  
**OFFICE OF SCHOLARSHIPS AND GRANTS - QVCSA**

**UPLB BAC SECRETARIAT**

BY: 1 DATE: 6/15/23

**JUN 20 2023 - TIL 10AM**

**UPLB-RQ- 6-163-23-GOODS**  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-**

**DEADLINE OF SUBMISSION:**

Suppliers Name: \_\_\_\_\_

Date

May 24, 2023

Fund Code:

8400400

MOP

SMALL VALUE PROCUREMENT

Contact No:

536-3209 / 09992272805

Contact Person

CINDY S. PAROT

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

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:

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 (Leave this space blank. For BAC/Evaluators only)
1	Digital Copier	Branded and Brand New Heavy Duty Digital Copier  Up to 26 pages per minute in A4 •General type: Colour Multifunctional for A4 format •1,200 dpi printing quality •Warm-up time: Approx. 29 seconds or less •4.3-inch touch screen for easy operation •Dual scan document processor •Resolution: 1,200 x 1,200 dpi print at reduced speed, multibit technology for print quality up to 9,600 x 600 dpi (print), 600 x 600 dpi, 256 greyscales per colour(scan/copy) •Wireless support including AirPrint, Mopria, KYOCERA Mobile •Print Direct printing from and scanning to USB flash memory •High security through SSL, IPsec and Private Print/functionality •Double-sided print, copy, scan and fax functionality as standard •Compact design with low-noise printing Exceptionally low printing costs in its class  Basic Specification: Configuration Color Multifunctional Printer - Print/Scan/Copy/Fax Pages Per Minute: Black-Letter 27ppm, Legal 22ppm, A4 26ppm Color-Letter 27ppm. Legal 22ppm, A4 26ppm Warm Up Time: 29Seconds or Less(Power On) 13seconds or Less from Sleep	unit	1	87,500.00	87,500.00				

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		<b>Display: 4.3" Color Touch Screen Control Panel (TSI) Resolution: 600x600dpi, 1200x1200dpi</b> <b>Memory: Standard 512MB, Upgradable to 1.5GB Duplex: Standard Stackless Duplex Support Statement to Legal (5.5"x8.5" -8.5"x14")</b>  <b>POWER CONSUMPTION</b> <b>Electrical Supply: 120V, 60Hz, 8.6A; 220-240V 50/60Hz, 4.5A</b> <b>Typical Electricity Consumption:</b> <b>120V: 1,040Wh/week;</b> <b>220-240V:1,024Wh/week</b> <b>Maximum (including options) 120V:1,019W;220-240V:1,090W</b> <b>Copying/Printing: 120V:380W; 220-240V:375W Ready Mode: 120V:41W 220-240V:41W</b> <b>Sleep Mode: 120V:1W\;220-240V:1W Power off: 120V:0.2W; 220-240V:0.2W</b>								
					<b>Total</b>	<b>87,500.00</b>				
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By:

**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.

**CINDY S. PAROT**  
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 30 calendar days.
- Award of contract shall be made to the lowest quotation which 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 initiated 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 Manual (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 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:

Signature over Printed

Name of Representative:

Position:

Tel. No. :

Fax No. :

Email Address:

Date: