



UNIVERSITY OF THE PHILIPPINES  
LOS BAÑOS  
Los Baños, IV-A  
VAT Reg. TIN: 000-864-008-0004

Request for Quotation/ Bid Form (Technical Specifications)  
Department of Development Broadcasting and Telecommunication

UPLB BAC SECRETARIAT  
BY: ~~\_\_\_\_\_~~ DATE: 10/20/23  
OCT 26 2023 - TIL 10AM  
UPLB-RQ- 10-493-23-0000  
DEADLINE OF SUBMISSION

UPLB-RQ-  
DEADLINE OF SUBMISSION:

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

Date: September 14, 2023  
Fund Code: 9390150  
MOP: Small Value Procurement  
Contact No: ebanashan@devcom.edu.ph  
Contact Person: Elisa S. Banasihan

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 Suppliers must state here the detailed technical specifications of their offer against each of the individual parameters of each requirements	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank for BAC/Evaluators only)
1	Printer	Branded and Brand new, Printer Printer Type: Print, Scan, Copy, fax with ADF Printing Technology: Print Method: On-demand ink jet, Piezoelectric; Nozzle Configuration: 180 nozzles Black, 59 nozzles per colour (Cyan, Magenta, Yellow) Print Direction: Bi-directional printing Maximum Print Resolution: 5760 x 1440 dpi (with Variable-Sized Droplet Technology) Minimum Ink Droplet Size: 3 pl IPrinter Language: ESC / P-R Print Speed: Photo Default - 10 x 15 cm / 4 x 6": Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless) Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm ISO 24734, A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec Copy Speed: Maximum Copies from Standalone: 99 copies Reduction / Enlargement: 25 – 400 %, Auto Fit Function Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: Legal Copy Quality: Draft / Standard / Best Quality ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 7.7 ipm / 3.8 ipm Scan Function: Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Maximum Scan Area: 216 x 297 mm (8.5 x 11.7") Scanner Bit Depth (Colour): 48-bit input, 24-bit output Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output Scanner Bit Depth (Black & White): 16-bit input, 1-bit output Scan Speed (Flatbed / ADF (Simplex)): 200dpi, Black: 12 sec / 4.5 ipm 200dpi, Colour: 29 sec / 4.5 ipm ADF Specifications: Support Paper Thickness: 64 – 95 g/m2 Paper Capacity: 30 pages (A4), 10 pages (Legal) Paper Handling: Number of Paper Trays: 1 Paper Hold Capacity: Input Capacity: Up to 100 sheets-A4 / Letter Plain paper (80 g/m2), Up to 20 sheets-Premium Glossy Photo Paper, 10 sheets-Envelope, 30 sheets-Postcard Output Capacity: 30 sheets A4 Plain Paper, 20 sheets Premium Glossy Photo Paper Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24") Paper Feed Method: Friction feed Mobile and Cloud Solutions: Connect Features: iPrint, Email Print, Remote Print Driver Other Mobile Solutions: Apple AirPrint, Google Cloud Print, Mopria Print Service Supported OS: Windows and Mac OSX Interface: USB 2.0 Network: Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6 Control Panel: LCD Screen: 1.4" Colour LCD Panel Fax Function: Type Of Fax: Walk-up black-and-white and colour fax capability Receive Memory / Page Memory: 1.1 MB, Page memory up to 100 pages	pc	6	16,500.00	99,000.00				

Error Correction Mode:ITU-T T.30  
 Fax Speed (Data Transfer Rate):Up to 33.6 kbps, Approx. 3 sec/page  
 Fax Resolution:Up to 200 x 200 dpi  
 Transmission Paper Size (Flatbed):Letter, A4  
 Transmission Paper Size (ADF):A4, Letter, Legal, Oficio 9, Mexico-Oficio, Indian-Legal, 8.5 x 13"  
 Receiving Paper Size:A4, Letter, Legal  
 Speed Dial / Group Dial:Up to 100 numbers, 99 groups  
 Fax Features:PC Fax (Transmission / Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception  
 Application/driver CD, demo inks, usb data cable and power cable included;  
 Officially sealed upon inspection;  
 Warranty: 2 years on repair, parts and services.

TOTAL ABC 99,000.00

TOTAL QUOTED AMOUNT IN WORDS:

Reviewed and Checked By:

Mark Efrain M. Gironella  
 B&C 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

Carol Joy Calubas  
 BUYER/END-USER

**TERMS AND CONDITIONS:**

1. These 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**
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. 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 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 53.21)
1 Mayor's/Business Permit	/	/	/	/	/
2 PHMGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV (consulting services)	/	/	/	/	/
4 DCAB License (for Infrastructure)	/	/	/	/	/
5 Income / Business tax returns (except for government agencies as lessor)		FOR ABC'S ABOVE 50K	/	/	FOR ABC'S ABOVE 50K
6 Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 50K
7 NFCC for Infrastructure with ABC above Ph50k		/			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: \_\_\_\_\_

Position: \_\_\_\_\_

Tel. No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_