



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

Request for Quotation/ Bid Form (Technical Specifications)  
UPLB Housing Office OFSH - OVCCA

UPLB BAC SECRETARIAT  
 BY: \_\_\_\_\_ DATE: 10/27/23  
 NOV 03 2023 - 10AM TIL  
 UPLB-RQ- 10-500-23-GOODS  
 DEADLINE OF SUBMISSION

UPLB-RQ- \_\_\_\_\_

DEADLINE OF SUBMISSION: \_\_\_\_\_

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

Date: October 23, 2023  
 Fund Code: 8217400  
 MOP: SMALL VALUE  
 Contact: 572 - 0500  
 Contact Person: B.I. TIBURAN

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: \_\_\_\_\_

NOTE: 3rd Qtr

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	TONER CATRIDGE	Branded and brand new, 85A (CE285) toner. Black, for HP laserjet M1212nf MFP printer. Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Manufactured on the same year of purchase date.	pc	3	5,000.00	15,000.00				
2	TONER CATRIDGE	Branded and brand new, 201A (CF400A), Black, for HP Laserjet Pro M252N printer. Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Manufactured on the same year of purchase date.	pc	2	6,000.00	12,000.00				
3	TONER CATRIDGE	Branded and brand new, 201A (CF401A), Cyan, for HP Laserjet Pro M252N printer. Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Manufactured on the same year of purchase date.	pc	1	6,000.00	6,000.00				
4	TONER CATRIDGE	Branded and brand new, 201A (CF403A), Magenta, for HP Laserjet Pro M252N printer. Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Manufactured on the same year of purchase date.	pc	1	6,000.00	6,000.00				
5	TONER CATRIDGE	Branded and brand new, 201A (CF402A), Yellow, for HP Laserjet Pro M252N printer. Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Manufactured on the same year of purchase date.	pc	1	6,000.00	6,000.00				

6	TONER CATRIDGE	Branded and Brand New, 26A (CF226A) Black, for HP LaserJet Pro MFP M426fdw printer. Genuine, not counterfeit or remanufactured. Officially sealed with QR and holographic label for verification upon inspection. Manufactured on the same year of purchase date.	pc	2	8,500.00	17,000.00				
7	TONER CATRIDGE	Branded and brand new, CT202873, Black, for Fuji Xerox DocuCentre S2110 printer. Genuine, not counterfeit or remanufactured. Officially sealed with QR for verification upon inspection. Manufactured on the same year of purchase date.	drum	2	6,500.00	13,000.00				
<b>TOTAL ABC</b>						<b>75,000.00</b>				
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>			

Reviewed and Checked By:

*Mark Efrain Gironella*  
 MARK EFRAIN 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.

*Bernadette I. Tiburan*  
 BERNADETTE I. TIBURAN  
 BUYER/ END-USER

- 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)**
- Delivery period within 14 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 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)		FOR ABC'S	/	/	FOR
6 Omnibus Sworn Statement		FOR ABC'S			FOR
7 NFCC for Infrastructure with ABC above Ph500k		/			FOR

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 \_\_\_\_\_

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

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

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

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

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