



UNIVERSITY OF THE PHILIPPINES  
LOS BANOS  
Los Banos, I/LA  
VAT Reg. TIN: 000-864-006-00004

UPLB BAC SECRETARIAT  
BY:                      DATE: 12/15/23  
DEC 19 2023 - TIL 10AM  
UPLB-RQ- 12-561-23-GOODS  
DEADLINE OF SUBMISSION

**Request for Quotation/ Bid Form (Technical Specifications)**  
**CAFS-SO**

**UPLB-RQ-**

**DEADLINE OF  
SUBMISSION:**

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

Date: December 14, 2023  
Fund Code: 210001  
MOP: Small Value Procurement  
Contact No: (049) 536-2329  
Contact: Jonas P. Sumague  
Person: \_\_\_\_\_

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

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	QUOTE D UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Cartridge Ink for HP Deskjet	Branded and Brand New Cartridge for HP Deskjet 4675, #680	pc	10	600.00	6,000.00				
		Branded and Brand New Cartridge for HP Deskjet 4675, #680	pc	5	600.00	3,000.00				
2	Bottled Ink for Canon G2010 and	Branded and Brand New Ink for Canon G2010 and G3010,	btl	12	450.00	5,400.00				
		Branded and Brand New Ink for Canon	btl	4	450.00	1,800.00				
		Branded and Brand New Ink for Canon	btl	4	450.00	1,800.00				
		Branded and Brand New Ink for Canon	btl	4	450.00	1,800.00				
3	Cartridge Ink for HP Laserjet Pro 400 color M451dn	Branded and Brand New Cartridge for HP Lasertjet Pro 400 color M452dn (black) #410a	pc	4	6,250.00	25,000.00				
		Ink for Canon G2010 and G3010 - magenta	btl	2	8,000.00	16,000.00				

		Ink for Canon G2010 and G3010 - cyan	btl	2	8,000.00	16,000.00				
		Ink for Canon G2010 and G3010 - yellow	btl	3	8,000.00	24,000.00				
<b>TOTAL ABC</b>							<b>₱100,800.00</b>			
							<b>TOTAL QUOTED AMOUNT IN WORDS:</b>	<b>one hundred thousand eight hundred pesos</b>		

Reviewed and Checked By:

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.

Jonas P. Sumague  
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
3. Delivery period within 14 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other t
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 authorize

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

REQUIREMENTS	Shopping (Section 52)	Negotiated Procurement	Negotiated Procurement- Lease of Real	Negotiated Procurement- Scientific, Scholarly	Negotiated Procurement
1 Mayor's/Business Permit	/	/	/	/	/
2 PhilGEPS Registration Number	/	/	/	/	/
3 Professional license/ CV		/		/	
4 PCAB License (for Infrastructure)		/			
5 Income / Business tax returns		FOR	/	/	FOR
6 Omnibus Sworn Statement		FOR			FOR
7 NFCC for Infrastructure with ABC		/			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: