



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: 12/24
JAN 08 2024 - TIL 10AM	
UPLB-RQ- 1-003-24-GOODS	
DEADLINE OF SUBMISSION	

UPLB-RQ- _____

DEADLINE OF
SUBMISSION:

Suppliers Name: _____

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

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			
TOTAL ABC						75,000.00	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By:


MARK EFRAM 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
BUYER/ END-USER

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) months for consumables.
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 terms and conditions 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 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: _____

Tel. No. : _____

Fax No. : _____

Signature over _____

Email Address: _____

Printed Name of _____

Position: _____

Date: _____