

UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-864-005-00004

Request for Quotation/ Bid Form (Technical Specifications)  
SCHOOL OF ENVIRONMENTAL SCIENCE AND MANAGEMENT (SESAM)

UPLB BAC SECRETARIAT

BY: J DATE: 3/15/24

MAR 19 2024 - 11:10AM

UPLB-RQ- 3-081-24-GOODS  
UPLB-RQ  
DEADLINE OF SUBMISSION  
DEADLINE OF  
SUBMISSION:

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

Date: March 11, 2024  
Fund Code: N9-329-91  
MOP: NP-SVP  
Contact No: 535-2251  
Contact Person: JOSEPH M. VICENTE

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 <small>Suppliers must state how the detailed technical specifications of their offer agreed with each of the individual provisions of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. F BAC/ Evaluat only)</small>
1	Fuser unit	Branded and brand new. Fuser unit kit for Develop Ineo 367 printer; Officially sealed upon inspection; Warranty: 1 year on repair, parts and services.	pc	1	16,310.00	16,310.00				
2	Toner	Branded and Brand new TN323 toner, Black, for Develop Ineo 367; Genuine, not counterfeit or remanufactured; Officially sealed with QR or holographic label for verification upon inspection; Manufactured on the same year of purchase date	pc	1	8,250.00	8,250.00				
3	Ink pack	Branded and Brand new Ink Pack, Cyan, for WorkForce Pro WF-C878R A3 Colour Multifunction Printer; Genuine, not counterfeit or remanufactured; Officially sealed with QR or holographic label for verification upon inspection; Manufactured on the same year of purchase date	pc	1	9,920.00	9,920.00				
4	Ink pack	Branded and Brand new Ink Pack, Magenta, for WorkForce Pro WF-C878R A3 Colour Multifunction Printer; Genuine, not counterfeit or remanufactured; Officially sealed with QR or holographic label for verification upon inspection; Manufactured on the same year of purchase date	pc	1	9,920.00	9,920.00				
5	Ink pack	Branded and Brand new Ink Pack, Yellow, for WorkForce Pro WF-C878R A3 Colour Multifunction Printer; Genuine, not counterfeit or remanufactured; Officially sealed with QR or holographic label for verification upon inspection; Manufactured on the same year of purchase date	pc	1	9,920.00	9,920.00				
6	Ink pack	Branded and Brand new Ink Pack, Black, for WorkForce Pro WF-C878R A3 Colour Multifunction Printer; Genuine, not counterfeit or remanufactured; Officially sealed with QR or holographic label for verification upon inspection; Manufactured on the same year of purchase date	pc	1	6,300.00	6,300.00				
7	Maintenance box	Branded and Brand new, Printer Maintenance box for WorkForce Pro WF-C878R A3 Colour Multifunction Printer; Officially sealed upon inspection before installation.	pc	1	4,630.00	4,630.00				

8	Toner cartridge	Branded and Brand new, 117A (W2071A), Cyan for HP Color Laserjet MFP 178nw Printer; Genuine, not counterfeit or remanufactured; Officially sealed with QR or holographic label for verification upon inspection; Manufactured on the same year of purchase date	pc	1	2,980.00	2,980.00				
9	Toner cartridge	Branded and Brand new, 117A (W2073A), Magenta for HP Color Laserjet MFP 178nw Printer; Genuine, not counterfeit or remanufactured; Officially sealed with QR or holographic label for verification upon inspection; Manufactured on the same year of purchase date	pc	1	2,980.00	2,980.00				
10	Toner cartridge	Branded and Brand new, 117A (W2072A), Yellow for HP Color Laserjet MFP 178nw Printer; Genuine, not counterfeit or remanufactured; Officially sealed with QR or holographic label for verification upon inspection; Manufactured on the same year of purchase date	pc	1	2,980.00	2,980.00				
11	Toner cartridge	Branded and Brand new, 117A (W2070A), Black for HP Color Laserjet MFP 178nw Printer; Genuine, not counterfeit or remanufactured; Officially sealed with QR or holographic label for verification upon inspection; Manufactured on the same year of purchase date	pc	1	2,880.00	2,880.00				
<b>TOTAL ABC</b>						<b>77,070.00</b>				

Reviewed and Checked By:

**MARK EFRAIN M. GRONELLA**  
BAC TWG

**TOTAL QUOTED AMOUNT IN WORDS:**

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.

**JOSEPH M. VICENTE**  
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 awarded 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 initialed by you or any of your duly authorized representatives.

**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 53.11)
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 500K
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: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Signature over Printed \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

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