

MAR 19 2024 - 10AM

UPLB-RQ-3-086-24-GOODS  
 DEADLINE OF SUBMISSION

UNIVERSITY OF THE PHILIPPINES  
 LOS BANOS  
 Los Banos, N-A  
 VAT Reg. TIN: 900-884-008-00004  
 Request for Quotation Bids Form (Technical Specifications)  
 University Library - OYCAA

DEADLINE OF SUBMISSION:

Supplier's Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: February 27, 2024  
 Fund Code: 420211  
 MOP: NPSLS-Small Value Procurement  
 Contact No: 399878251  
 Contact Person: Arnel H. Condebio  
 Delivery Term: 30 Calendar Days

Please quote your lowest price on the items 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 quotations to be denominated in Philippine Peso shall indicate 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 telefax is acceptable. Winning bidder shall submit original signed RO before issuance of Purchase order (P.O.).
  - Quotations exceeding the Approved Budget for Contract shall be rejected.
  - Documentary requirements per Item Ordinance No. 03 Series of 2017 shall be attached upon submission of the quotation.
  - Others:

ITEM NO.	GENERAL HEAD OF THE ITEM	TECHNICAL SPECIFICATIONS	UNIT OF MEASURE	QTY	UNITED STATES DOLLAR ESTIMATED PRICE PER UNIT OF THE CONTRACT	UNITED STATES DOLLAR TOTAL ESTIMATED PRICE OF THE CONTRACT	REMARKS (If other than the stated unit of measurement of the Bids, please indicate in the enclosed column of the Contract)	UNITED STATES DOLLAR ESTIMATED UNIT PRICE	TOTAL QUOTED PRICE	COMPLETION DATE (By Month/Day/Year)
1	Toner cartridge	Genuine & Brand New 125A (CB540A), Black, for HP CM1312 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.	cart	6	6,000.00	36,000.00				
2	Toner cartridge	Genuine & Brand New 125A (CB541A), Cyan, for HP CM1312 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.	cart	4	5,500.00	22,000.00				
3	Toner cartridge	Genuine & Brand New 125A (CB542A), Yellow, for HP CM1312 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.	cart	4	5,500.00	22,000.00				
4	Toner cartridge	Genuine & Brand New 125A (CB543A), Magenta, for HP CM1312 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.	cart	4	5,500.00	22,000.00				
<b>TOTAL ABC</b>						<b>102,000.00</b>				

Reviewed and Checked By:

Mark Efrain Gronella  
 BAC TWO

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.

Nazare B. Carandang, Jr.  
 BAC TWO

TERMS AND CONDITIONS:

- Price quotation shall be valid for a period of at least (30) calendar days from the date of submission.
- In order to ensure 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 DUMPABLE 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-DUMPABLE 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 on any or all contingencies advantageous to the University.
- Any identification, approval, or acceptance shall be valid only if they are signed or initialed by you or any of your duly authorized representatives.

Requirements per Section 42(b) of the RA 9179

REQUIREMENTS	Registered (Section 42)	Registered Procurement - Small Value Procurement (Section 53.2)	Registered Procurement - Lease of Real Property or Venue (Section 53.1b)	Registered Procurement - Scientific, Scholarly or Athletic, Work, Exclusive Technology and Media Services (Section 53.4)	Registered Procurement - Emergency (Section 54.2)
Mayor/Business Permit	/	/	/	/	/
PHGPRS Registration Number	/	/	/	/	/
Professional Income Tax (withholding amount)	/	/	/	/	/
PCAB License (for infrastructure)	/	/	/	/	/
Invoice / Business tax release receipt for government agencies at least one	/	/	/	/	/
Contract Status Statement	/	/	/	/	/
WCC for Infrastructure with ABC above PHGR	/	/	/	/	/

After having carefully read and accepted your General Conditions, I/we quote you on the item at prices stated above:

Name of the Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Signature over Printed Name of Representative: \_\_\_\_\_  
 Position: \_\_\_\_\_

Tel. No: \_\_\_\_\_  
 Fax No: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date: \_\_\_\_\_