



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

Request for Quotation/ Bid Form (Technical Specifications)  
OFFICE OF THE CHANCELLOR

UPLB BAC SECRETARIAT

BY: \_\_\_\_\_ DATE: 3/22/24

MAR 26 2024 - 11L 10AM

UPLB-RQ- 3-090-24-GOODS  
DEADLINE OF SUBMISSION

DEADLINE OF SUBMISSION:

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

Date: February 19, 2024  
Fund Code: N8-371-47  
MOP: Small Value Procurement  
Contact No: 049 536 2567  
Contact Person: ecrepoldo@up.edu.ph

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: \_\_\_\_\_

**RFQ FOR PR # 159239 Printing Supplies for OC**

ITEM NO.	GENERAL NUMBER 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	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION
1	Toner Cartridge	Brand new Cartridge for Laserjet M1132, HP 85A Black, genuine	crt	10	2,500.00	25,000.00				
2	Ink	Brand new Ink, C13T05A200 Cyan for EPSON WF C879R, genuine, (20,000 page yield)	set	1	13,000.00	13,000.00				
3	Ink	Brand new Ink, C13T05A300 Magenta for EPSON WF C879R, genuine, (20,000 page yield)	set	1	13,000.00	13,000.00				
4	Ink	Brand new Ink, C13T05A400 Yellow for EPSON WF C879R, genuine, (20,000 page yield)	set	1	13,000.00	13,000.00				
5	Ink	Brand new Ink, C13T948100 Black for EPSON WF C5790, genuine (3,000 page yield)	pc	12	3,900.00	46,800.00				
6	Ink	Brand new Ink, Cyan, Magenta, Yellow for EPSON WF C5790, genuine (3,000 page yield)	set	10	4,000.00	40,000.00				
7	Ink	Brand new RIP53 Ink Pack for WF-C879R Workforce Pro EPSON, Black/Large (86,000 pages) C13T05B100, genuine	set	1	28,500.00	28,500.00				
<b>TOTAL ABC:</b>						<b>179,300.00</b>				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

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.

**ERIC C. REPOLDO**  
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 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) years extended warranty (if applicable) in the case of NON-EXPENDABLE SUPPLIES after acceptance by End-user of the delivered supplies.
- 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 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 53.2)
1 Mayor's/Business Permit	/	/	/	/	/
2 PhICEPS 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 ABCS ABOVE 500K	/	/	FOR ABCS ABOVE 500K
6 Omnibus Sworn Statement	/	FOR ABCS ABOVE 500K	/	/	FOR ABCS ABOVE 500K
7 NFCC for infrastructure with ABC above Ph500k	/	FOR ABCS ABOVE 500K	/	/	FOR ABCS ABOVE 500K

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

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