

UPLB BAC SECRETARIAT
 BY: [Signature] DATE: 4-3-24
 APR 09 2024 ^{10am}
 UPLB-RQ- 4-117-24 P25
 DEADLINE OF SUBMISSION

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

Request for Quotation/ Bid Form (Technical Specifications)
FDC-CFNR

UPLB-RQ- _____
 DEADLINE OF SUBMISSION: _____

Suppliers Name: _____

Date: March 25, 2024
 Fund Code: NS-330-72
 MOP: SHOPPING
 Contact No: 536-2341
 Contact Person: Cecilia V. Archeta

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 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 comply with the technical parameters of each requirement.</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/Evaluators only)</small>
Printing Supplies										
1	Ink cartridge	Branded and brand new, 680 cartridge, Black for HP Deskjet Ink Advantage 1115; Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Expiration: minimum 1 year from delivery date	crt	10	600.00	6,000.00				
2	Ink cartridge	Branded and brand new, 680 cartridge, Tri-Color for HP Deskjet Ink Advantage 1115; Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Expiration: minimum 1 year from delivery date	crt	10	600.00	6,000.00				
3	Ink cartridge	Branded and brand new, 682 cartridge, Black for HP Deskjet Ink Advantage 2335; Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Expiration: minimum 1 year from delivery date	crt	10	600.00	6,000.00				
4	Ink cartridge	Branded and brand new, 682 cartridge, Tri-color for HP Deskjet Ink Advantage 2335; Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Expiration: minimum 1 year from delivery date	crt	10	600.00	6,000.00				
5	Toner cartridge	Branded and brand new, 85A toner, Black for HP Laserjet P1102 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.	crt	4	5,250.00	21,000.00				
6	Ink	Branded and brand new, Ink set, 4 bottle /set, BT6000Bk(Black) + BT5000CMY (Cyan, Magenta & Yellow) for Brother DCP 1700W printer; Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Expiration: minimum 1 year from delivery date	unit	10	1,500.00	15,000.00				
TOTAL ABC						60,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:
Mark Efrain M. Gironella
 SAC 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.

[Signature]
 Cecilia V. Archeta

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 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.
3. Delivery period within N calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition 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 initialed 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 Value (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 PhilCEPS 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 50K
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: _____

Signature over Printed Name of Representative: _____

Position: _____

Tel. No. : _____

Fax No. : _____

Email Address: _____

Date: _____