



UNIVERSITY OF THE PHILIPPINES
 LOS BANOS
 Los Banos, IV-A
 VAT Reg. TIN: 000-864-006-00004
 Request for Quotation/ Bid Form (Technical Specifications)
 CASHIER'S OFFICE

UPLB BAC SECRETARIAT
 BY: _____ DATE: 5/17/24
 MAY 21 2024 - TIL 10AM
 UPLB-RQ- 5-145-24-GOODS
 DEADLINE OF SUBMISSION

Suppliers Name: _____

Date: January 23, 2024
 Fund Code: 8219000
 MOP: Competitive Bidding
 Contact No: 576-2558
 Contact Person: Antonette A. Sambrano

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 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:

PURCHASE REQUEST No

ITEM No.	CLASSIFICATION	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	PRINTING SUPPLIES	Ribbon Cartridge	Branded and Original Epson LQ-310 Ribbon Cartridge for Epson LQ-310 Dot Matrix Printer Genuine, not counterfeit or Re-manufactured Officially sealed with QR and holographic Label for verification upon inspection Manufactured on the same year of purchased.	pc	50	250.00	12,500.00				
2		Ribbon Cartridge	Branded and Original Epson LX-310 Ribbon Cartridge for Epson LX-310 Dot Matrix Printer Genuine, not counterfeit or Re-manufactured Officially sealed with QR and holographic Label for verification upon inspection Manufactured on the same year of purchased.	pc	30	210.00	6,300.00				
3		Ink Cartridge	Branded and original HP 682 Ink Cartridge, Black and Tri-color for HP 2336 Printer Genuine, not counterfeit or Re-manufactured Officially sealed with QR and holographic Label for verification upon inspection Manufactured on the same year of purchased.	set	20	1,200.00	24,000.00				
4		INK	Branded and Original Epson 003 Ink Bottle, 65 ml Black, Magenta, Cyan and Yellow for Epson L3110 and L3250 Printer Genuine, not counterfeit or Re-manufactured Officially sealed with QR and holographic Label for verification upon inspection Manufactured on the same year of purchase.	set	5	1,200.00	6,000.00				
5		INK	Branded and Original GI-790 Ink Bottle, Black (135 ml) Magenta, Cyan and Yellow (70 ml) for Canon Pixma G1010 and G3010 Printer Genuine, not counterfeit or Re-manufactured Officially sealed with QR and holographic Label for verification upon inspection Manufactured on the same year of purchase.	set	8	1,600.00	12,800.00				
6		Toner Cartridge	Branded and Original HP 85A, Black for HP Laserjet Pro M1212NF Multifunction Printer Genuine, not counterfeit or Re-manufactured Officially sealed with QR and holographic Label for verification upon inspection Manufactured on the same year of purchased.	pc	4	5,000.00	20,000.00				
TOTAL ABC							81,600.00				
									TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked by:

[Handwritten Signature]
TWC

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.

[Handwritten Signature]
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
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 as lessor)		FOR ABC'S ABOVE 500K	/	/	FOR ABC'S ABOVE
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

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: