



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

**UPLB BAC SECRETARIAT**  
 BY: [Signature] DATE: 6-13-24  
**JUN 18 2024**  
**UPLB-RQ- 6-24-24-PES**  
**DEADLINE OF SUBMISSION**

**UPLB-RFQ**  
**INREM CFNR**  
**DEADLINE OF**  
**SUBMISSION:**

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

Date: May 20, 2024  
 Fund Code: N602522  
 MOP: SHOPPING  
 Contact No: 56-5313  
 Contact: MAGNAFIN T. GALANG

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
  - 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-
  - 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 here the detailed technical specifications of their offer against each of the individual parameters of each requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION (Leave this space blank. For BAC/Evaluators only)
1	Copy machine	Branded & Brand new. Copy Machine or approved equal (Supply, & Delivery) System speed A4 up to 20ppm System speed A3 Up to 8 ppm Autoduplex speed A4 Up to 15ppm 1st page out time A4 6.5 sec or less Warm-up time 15 sec2 or less Imaging technology Laser Toner technology Simtri® HD polymerised toner Panel size/resolution 5 line LCD / 128 System memory 256 MB Interface 10/100-Base-T Ethernet; USB 2.0 Network protocols TCP/IP (IPv4 / IPv6); SMB; LPD; IPP; SNMP; HTTP Automatic document feeder (optional) Up to 130 originals; A5-A3; Printable paper size A5-A3; customized paper sizes Printable paper weight 64-157 g/m² Paper input capacity (standard/max) 350 sheets / 1,350 sheets Paper tray input 1x 250 sheets; A5-A3; custom sizes; 64-157 g/m² Paper tray input (optional) 1x 250 sheets; B5-A3; custom sizes; 64-90 g/m² (up to 4x) Manual bypass 100 sheets; A5-A3; custom sizes; 64-157 g/m² Finishing modes (optional) Group: Automatic duplexing A5-A3; 64-90 g/m² Output capacity Up to 250 sheets Power consumption 220-240 V / 50/60 Hz; Less than 1.30 kW System dimension (W x D x H) 225/205i 607 x 570 x 458 mm 1year warranty on parts and services	pc	1	82,680.00	82,680.00				
<b>TOTAL ABC</b>						<b>82,680.00</b>				
								<b>TOTAL QUOTED AMOUNT IN WORDS:</b>		

Reviewed and Checked By: [Signature]  
 ANDREW P. RICARDO  
 BAC 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] **Magnafin Galang**  
 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

3. Delivery period within 15 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 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 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 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: \_\_\_\_\_

Tel. No. : \_\_\_\_\_

Signature over \_\_\_\_\_

Fax No. : \_\_\_\_\_

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

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

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