



UNIVERSITY OF THE PHILIPPINES

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

Request for Quotation/ Bid Form (Technical Specifications)
Institute of Biological Sciences/ MBB office

UPLB BAC SECRETARIAT
BY: PA DATE: 09-12-24
10 am
SEP 18 2024
UPLB-RQ-09-315-24-60004
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name:

Date: July 11, 2024
Fund Code: TOSF 9383123
MOP: -- SVP
Contact No: submit@abp.up.edu.ph09153033581
Contact Person: Shella Mae O. Mercado

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: _____

ITEM No.	GENERAL NAME OF THE ITEM	REQUIRED SPECIFICATIONS	UNIT OF MEASURE	QTY	ESTIMATED 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 <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	Toner cartridge	Branded and brand new 35A (CB435A) toner, Black, for HP LaserJet P1002 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.	pc	5	5,000.00	25,000.00				
2	Toner cartridge	Branded and brand new, 83A (CF283A) for HP LaserJet Pro M201 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.	pc	3	7,000.00	21,000.00				

3	ink	Branded and brand new, CV/VUA S-7220UA Ink, 800ml, Black, Rice bran oil ink; for Risograph CV 3030 duplicator; Genuine, not counterfeit or remanufactured; Officially sealed with QR and holographic label for verification upon inspection; Expiration: minimum 1 year from delivery date	bill	15	2,000.00	30,000.00			
4	Master	Brand new, Master, CV Riso roll, B4 220 cuts (100m), for Risograph CV 3030 duplicator; Officially sealed upon inspection; Manufactured on the same year of purchase date.	bill	5	3,500.00	17,500.00			
TOTAL ABC						93,500.00	TOTAL QUOTED AMOUNT IN WORDS:		

Reviewed and Checked By: 

Mr. Mark Efraim Gironella
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.


Sheila Mae Q. Mercado
BUYER/ END-USER

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 assure 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 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 with 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 infractions, 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)

	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 50K
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.

Revised 6 June 2016 JONNY BAC RESOLUTION NO. R-008-16

Name of the Company:

Address:

Signature over Printed

Name of Representative:

Position:

Tel. No. :

Fax No. :

Email Address:

Date: