



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

UPLB BAC SECRETARIAT
 BY: PS DATE: 10-10-24
OCT 15 2024 10am
UPLB-RQ-10-376-24-Goods
DEADLINE FOR SUBMISSION

Request for Quotation/ Bid Form (Technical Specifications)
CVM

UPLB-RQ-
DEADLINE OF

Suppliers Name: _____

Date: Sept. 11, 2024
 Fund Code: 9370100
 MOP: SVP
 Contact No: 536-2727
 Contact Person: Andres P. Adviso

Please quote your lowest price on the item/s listed below, subject to the General Conditions below. PR: 171227

- 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
 - 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: _____

Office use under FPF 9370100

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 <small>(Leave this space blank. For BAC/Evaluators only)</small>
1	PAPER SHREDDER	Brand new and branded paper shredder with wheels. Heavy duty, Cut Type: Cross Cut (4x30mm) Sheet per pass: 12 sheets (70gsm) -Paper Entry Width: 230mm * can shred: paper, paper clip, staples, cd/dvd -Duty Cycle: up to 10mins. (1hr. recommended rest) Bin Capacity: 20L Noise Level: 55db -Auto Start/Stop Thermal Overload Protection Auto Stop on Jamming w/ Reverse function Separate Credit Card and CD entry, One year warranty	unit	1	15162	15,162.00				
2	SCANNER	Branded and brand new, Document Scanner: Scanning Speed: 40 ppm Document Size - Multiple Sheets - Width: 50.8 mm to 215.9 mm Document Size - Multiple Sheets - Length: 50.8 mm to 355.6 mm Document Size - Single Sheet - Width: 50.8 mm to 215.9 mm Colour / Monochrome: Yes/Yes 2-Sided (Duplex) Scan: Yes Colour Depth - Input: 48-bit colour processing Colour Depth - Output: 24-bit colour processing Resolution - Optical: Up to 600 dpi x 600 dpi Resolution - Interpolated: Up to 1,200 dpi x 1,200 dpi Document Scanning Width / Length: Up to 215.9 mm ADF (Automatic Document Feeder): Up to 80 pages (Paper: 80 g/m ²) Memory Capacity: 512 MB Operation Power Source: AC: 100-240V, 50/60 Hz Temperature Operating: 5°C to 35°C Humidity - Operating: 20% to 80% Compliance: TWAIN Compliant - Windows®: Windows Server 2012 / Windows Server 2012 R2 / Windows Server 2016 / Windows Server 2019 TWAIN Compliant - Macintosh: macOS v10.14.x / 10.15.x / 11.0.x / 11.1.x WIA Compliant - Windows®: Windows 7 (SP1) / Windows 8.1 / Windows 10 ICA Compliant - Macintosh: macOS v10.14.x / 10.15.x / 11.0.x / 11.1.x ISIS™ Compliant - Windows®: Windows 7 (SP1) / Windows 8.1 / Windows 10 Application/Driver/CD and usb data cable included; Officially sealed upon inspection; Warranty: 1 year on parts and services.	unit	2	29,220.00	58,440.00				

3	SHREDDER	Branded and brand new. Paper Shredder, Jam Prevention Features: 100% Jam Proof System, Feed Type: Traditional Auto Start/Stop: Yes - Electronic, Basket Type: Pull-out Bin, Bin Full Light: Yes, Can Shred: Staples, Credit Cards, Paper Clips, CDs/DVDs Cut Type: Cross-Cut DIN Level - Paper: P-4 Maximum Run Time (minutes): 30 min on / 40 min off Energy Efficient Features: Energy Savings System Material Type: Plastic Material Type: Plastic Paper Entry Width (inches): 9 Safety Features: SafeSense® Speed (Feet Per Minute): 10 Usage: Shared Strength: SOHO Bin Capacity (gallons): 9 Run Time (minutes): Up to 30 Sheet Capacity: 18 Shreds Per Sheet: 397 (One year warranty)	unit	1	30,000	30,000.00				
						103,602.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By: LEA C. GOMMES
BAC TVG

[Signature]
BUYER/ END-USER

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

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
- Delivery period within 30 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 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 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 Printed _____ Fax No. : _____
 Position: _____ Email Address: _____
 Date: _____