



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

UPLB BAC SECRETARIAT  
 BY: [Signature] DATE: 19 Oct. 2024  
 OCT 23 2024 10:00 AM  
 UPLB-RQ- 10-408-24 60905  
**DEADLINE OF SUBMISSION**

Request for Quotation/ Bid Form (Technical Specifications)  
 Department of Human & Family Development Studies, College of Human Ecology

UPLB-RQ-  
**DEADLINE OF SUBMISSION:**

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

Date \_\_\_\_\_  
 Fund Code: 9390131  
 MOP: For Small Value  
 Contact No: 536-2480 Procurement  
 Contact Person Daphney R. Escobin  
PR # 174730

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 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	Printer	<b>Branded &amp; Brand New All-in-One, Print/Scan/Copy</b> TECHNOLOGY Printing Method: Epson Micro Piezo? print head Nozzle Configuration: 180 Nozzles Black, 59 Nozzles per Color Minimum Droplet Size: 3 pl, With Variable-Sized Droplet Technology Ink Technology: Dye Ink Printing Resolution: 5,760 x 1,440 DPI Category: Home, Home Office All-in-One Functions: Print, Scan, Copy <b>PRINT</b> Printing Speed ISO/IEC 24734: 10 pages/min Monochrome, 5 pages/min Colour, 69 Seconds per 10 x 15 cm photo Printing Speed: 15 pages/min Colour (plain paper 75 g/m <sup>2</sup> ), 33 pages/min Monochrome (plain paper 75 g/m <sup>2</sup> ), 27 Seconds per 10 x 15 cm photo (Epson Premium Glossy Photo Paper) Colours: Black, Cyan, Yellow, Magenta	pc	5	10300.00	51500.00				

**SCAN**  
 Single-sided scan speed (A4 black): 200 DPI; , 11 sec. with flatbed scan  
 Single-sided scan speed (A4 colour): 200 DPI; , 32 sec. with flatbed scan  
 Output formats: BMP, JPEG, PICT, TIFF, multi-TIFF, PDF, PNG  
 Scanner type: Contact image sensor (CIS)  
 Optical Resolution: 600 DPI x 1,200 DPI (Horizontal x Vertical)  
**PAPER / MEDIA HANDLING**  
 Number of paper trays: 1  
 Paper Formats: C6 (Envelope), B5 (17.6x25.7 cm), A6 (10.5x14.8 cm), A5 (14.8x21.0 cm), A4 (21.0x29.7 cm), Legal, User defined, 13 x 18 cm, 10 x 15 cm, Letter, No. 10 (Envelope), DL (Envelope), 16:9  
 Duplex: Manual  
 Output Tray Capacity: 30 Sheets  
 multifunction: 100 Sheets Standard  
 Compatible Paper Weight: 64 g/m<sup>2</sup> - 300 g/m<sup>2</sup>  
 Media Handling: Borderless print (up to 10 x 15cm)  
**GENERAL**  
 Number of paper trays: 1  
 Paper Formats: C6 (Envelope), B5 (17.6x25.7 cm), A6 (10.5x14.8 cm), A5 (14.8x21.0 cm), A4 (21.0x29.7 cm), Legal, User defined, 13 x 18 cm, 10 x 15 cm, Letter, No. 10 (Envelope), DL (Envelope), 16:9  
 Duplex: Manual  
 Output Tray Capacity: 30 Sheets  
 multifunction: 100 Sheets Standard  
 Compatible Paper Weight: 64 g/m<sup>2</sup> - 300 g/m<sup>2</sup>  
 Media Handling: Borderless print (up to 10 x 15cm)

51,500.00

**TOTAL QUOTED AMOUNT IN WORDS:**

Reviewed and Checked By:

  
 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.**

  
 DAPHNEY R. ESCOBIN  
 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 30 calendar days.
4. Award of contract shall be made to the lowest quotation wick complies with the technical specifications, and other terms and conditon 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 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. : \_\_\_\_\_

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

Signature over Printed Name of Representative: \_\_\_\_\_

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

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

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