



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

**Request for Quotation/ Bid Form (Technical Specifications)**  
**OFFICE OF THE DEAN - COLLEGE OF ARTS AND SCIENCES**

**UPLB SAC SECRETARIAT**  
 BY: \_\_\_\_\_ DATE: 10/21/24  
 OCT 25 2024 - TIL 10AM  
 UPLB-RQ- 10-428-24-GOODS  
**DEADLINE OF SUBMISSION**

**UPLB-RQ-** \_\_\_\_\_

**DEADLINE OF SUBMISSION:** \_\_\_\_\_

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

Date: September 24, 2024  
 Fund Code: 9300523  
 MOP: NP-53.9 Small Value Procurement  
 Contact No: 501 5822  
 Contact Person: Zynille Ruth B. Malabayabas

**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 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	Multimedia Hub	branded and brand new Multimedia Hub Type: USB-C 6-in-1 Ports: 1 x LAN port 1Gb Ethernet 1 x USB-C Power Delivery, 1 x SD Card Reader, 2 x USB-A Port, 1 x HDMI port. color: space gray 4K 30Hz charging up to 60W, USB-C multiport hub with up to 5Gbps of bandwidth Officially sealed upon inspection; Warranty: 2 years on parts and services.	un	2	4,500.00	9,000.00				
2	printer	Branded and brand new, Multifunction Printer, Printer Type: Print, Scan, Copy Print Method: Piezoelectric Printer Language: ESC/P-R, ESC/P Raster Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) Maximum Resolution: 5760 x 1440 dpi Photo Default - 10 x 15 cm / 4 x 6": Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless) Draft, A4 (Black / Colour): Up to 33.0 ppm / 15.0 ppm ISO 24734, A4 Simplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec Copying: Maximum Copies from Standalone: 20 copies Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: A4, Letter ISO 29183, A4 Simplex (Black / Colour): Up to 7.7 ipm / 3.8 ipm Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Maximum Scan Area: 216 x 297 mm Scanner Bit Depth (Colour): 48-bit input, 24-bit output Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output Scanner Bit Depth (Black & White): 16-bit input, 1-bit output Flatbed (Black / Colour): Up to 11 sec / 28 sec Number of Paper Trays: 1	un	1	12,500.00	12,500.00				

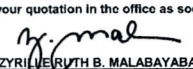
		<p>Standard Paper Input Capacity: Up to 100 sheets of Plain Paper (80 g/m2) Maximum Paper Size: 215.9 x 1200 mm Mobile and Cloud Solutions: Brand Connect Features: iPrint, Email Print, Remote Print Driver Other Mobile Solutions: Smart Panel Rated Voltage: AC 220-240 V Rated Frequency: 50-60 Hz Interface: USB: USB 2.0 Network: Wi-Fi, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6 Network Management Protocols: SNMP, HTTP, DHCP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD Application/driverCD, introductory inks and usb data cable included; Officially sealed upon delivery and inspection; Warranty: 2 years on parts and services.</p>								
3	printer	<p>Branded and brand new Multifunction Printer Printer Type:Print, Scan, Copy, Fax with ADF Printing Technology: PrecisionCore™ Printhead Minimum Ink Droplet Volume: 3.3 pl Printer Language: ESC / P-R Print Direction: Bi-directional printing Nozzle Configuration: 400 x 1 nozzles (Black), 128 x 1 nozzles per colour (Cyan, Magenta, Yellow) Maximum Resolution: 4800 x 1200 dpi Automatic 2-sided Printing: Yes (up to A4 / Letter) Print Speed: Photo Default - 10 x 15 cm / 4 x 6 " : Approx. 71 sec per photo (Border) / 95 sec per photo (Borderless) Draft, A4 (Black / Colour): Up to 38.0 ppm / 24.0 ppm ISO 24734, A4 Simplex (Black / Colour): Up to 17.0 ipm / 9.0 ipm ISO 24734, A4 Duplex (Black / Colour): Up to 7.0 ipm / 5.0 ipm ISO 24734, A3 Simplex (Black / Colour): Up to 3.5ipm / 2.3 ipm First Page Out Time from Ready Mode (Black / Colour): Simplex: Up to 10 sec / 16 sec Duplex: Up to 17 sec / 25 sec Maximum Copies from Standalone: 99 copies Reduction / Enlargement: 25 - 400% Maximum Copy Size: Legal Copy Resolution: Max: 600 x 600 dpi Copying: ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 11.5 ipm / 5.5 ipm Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Maximum Scan Area:216 x 356 (mm) Scanner Bit Depth (Colour): 48-bit input, 24-bit output Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output Scanner Bit Depth (Black &amp; White): 16-bit input, 1-bit output Scan Speed (Flatbed / ADF (Simplex)): 200dpi, Black: 13 sec / Up to 5.0 ipm 200dpi, Colour: 28 sec / Up to 5.0 ipm Support Paper Thickness: 64-95 g/m2 Paper Capacity: 35 sheets Type Of Fax: Walk-up Black-and-white and Colour Fax Capability Receive Memory / Page Memory: 1.1MB, Page memory up to 100 pages Error Correction Mode: ITU-T T.30 Fax Speed (Data Transfer Rate): Up to 33.6 kbps, Approx. 3 sec/page Fax Resolution: Up to 200 x 200 dpi</p>	un	1	34,000.00	34,000.00				

	<p>Transmission Paper Size (Flatbed): B5, A5, A4, Letter, Legal  Transmission Paper Size (ADF): A4, Letter, Legal  Receiving Paper Size: B5, B4, A5, Letter, Legal, A3  Speed Dial / Group Dial: Up to 100 numbers, 99 groups  Number of Paper Trays: 2 (Front 1, Rear 1)  Paper Sizes: A3, A3+, Super B, US B (11 x 17"), Legal, Indian Legal, Letter, A4, 16K (195 x 270mm), 8K (270 x 390mm), Executive, B4, B5, A5, B6, A6, Hagaki (100 x 148mm), Mexico-Oficio, 8.5 x 13", Officio9, Half-Letter, 5 x 7", 4 x 6", 8 x 10", 11 x 14", 16:9 wide, Envelopes: #10, DL, C6, C4  Print Margin: 0mm top, left, right, bottom via custom setting in printer driver (except plain paper)*3  Mobile and Cloud Solutions: Epson Connect Features: Epson iPrint, Epson Email Print, Remote Print Driver, Scan to Cloud</p>							
	<p>Supported OS and Applications: Supported OS: Mac OS X 10.6.8 or later  Windows XP / Vista / 7 / 8 / 8.1 / 10, Windows Server 2003 / 2008 / 2012 / 2016 / 2019  Noise Level: PC Printing / Plain Paper Default: Sound Power (Black / Colour) 6.8 B(A) / 6.3 B(A), Sound Pressure (Black / Colour) 55 dB(A) / 50 dB(A)  Interface : USB 2.0  Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct  Network Protocol: TCP/IP v4, TCP/IP v6  Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD  Power: Rated Voltage: AC 220 - 240 V  Rated Frequency: 50 - 60 Hz  Power Consumption: Operating: 12.0 W  Standby: 5.4 W Sleep: 1.0 W Power off: 0.3 W  Printer Software: Software Support: Epson ScanSmart  Control Panel: LCD Screen: 2.7" Colour LCD Touch Screen  Printers Facets: Auto Duplex Printing  Fax ; Auto Document Feeder  Connectivity, Printers Facets: Ethernet ; Wi-Fi ; Wi-Fi Direct ; USB  Colour / Mono: Colour  A3 / A4: A3  Function: Multi-Function  Application/driver CD, introductory inks, extra maintenance box and USB cable included.  Officially sealed upon delivery and inspection.  Warranty: 2 years on repair, parts and services</p>							
<b>TOTAL</b>					<b>55,500.00</b>	<b>TOTAL QUOTED AMOUNT IN WORDS:</b>		

Reviewed and Checked By:

  
Mark Efraim M. Gironella  
BXC 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.

  
ZYRIJE RUTH B. MALABAYABAS  
BUYER/ END-USER

**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 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 within 7 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 information, or award, or over-writing 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/Business Permit					
2. PhilID/PS Registration Number					
3. Professional license (if consulting services)					
4. PCAB - come (if Infrastructure)					
5. Income / Business tax returns (except for government agencies as lessee)		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 50K
6. Omnibus Sworn Statement		FOR ABC'S ABOVE 50K			FOR ABC'S ABOVE 50K
7. NTC for Infrastructure with ABC above P100K					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: \_\_\_\_\_

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

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

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

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

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

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