



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

Request for Quotation/ Bid Form (Technical Specifications)
U.P. RURAL HIGH SCHOOL

UPLB BAC SECRETARIAT
BY: *AS* DATE: *01-23-25*
JAN 27 2025 10am
UPLB-RQ- *01-009-25-Gaz*
DEADLINE OF SUBMISSION
UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name: _____

Date: _____
Fund Code: 8250123
MOP: Public Bidding *JVP JVP*
Contact No: 559-3821
Contact Person: Roberto N. Cahinde
robertn@u.p.edu.ph

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 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:

MR 170165

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	photocopying machine	<p>Brand New and Branded Multi-functional Monochrome Copier</p> <p>System speed A4: Up to 22ppm System speed A3: Up to 8 ppm Autoduplex speed A4: Up to 15ppm(16ppm1)/ 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: Simitri® HD polymerised toner Panel size/resolution: 5 line LCD / 128 x 64 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; 35-128 g/m², RADF 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, Sort 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) 225i/205i: 607 x 570 x 458 mm (without options) System weight 225i: 29.7kg/28.2kg (without options) Accounting: Up to 50 user accounts Software: Enterprise suite device manager Copy resolution: 600 x 600 dpi Gradation: 256 gradations Multicopy 1-999 Original format: Max. A3 Magnification: 25-400% in 0.1% steps; Auto-zooming DF-633: Document feeder Reversing automatic document feeder, capacity 130 originals AD-509: Duplex unit For duplex printing and copying</p> <p>1 QUALIFICATION In addition to the PhilGEPS basic requirements, special qualifications are required from the supplier, as follows: 1. Must be in the same industry for more than ten (10) years providing requirements for similar machines. 2. Must be able to comply with the specifications provided in the technical description. 3. Supplier must have branch in Laguna area with at least 4 technical people to ensure the after sales support. 4. Supplier must have certificate of distributorship from manufacturer. 5. Must conduct product demonstration prior to submission of bid proposal and actual product presentation as may be required.</p> <p>FREE INITIAL SET OF CONSUMABLES FREE METAL TABLE FREE DELIVERY LIFETIME FREE SERVICE <i>must be an authorized dealer</i> Warranty: 80,000 copies or 1 year on parts, whichever come first, lifetime onsite free service and regular monthly check up</p>	<i>pcy</i>	1	130,000.00	130,000.00				
TOTAL ABC						130,000.00				
							TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

LEA *[Signature]*
BAG FWG

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]
Roberto N. Cahinde
BUYER/ END-USER

TERMS AND CONDITIONS:

- Price quotations 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 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 initialed 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: _____ Tel. No. : _____

Address: _____ Fax No. : _____

Signature over Printed Name of Representative: _____ Email Address: _____

Position: _____ Date: _____