



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

Request for Quotation/ Bid Form (Technical Specifications)  
CVM

UPLB BAC SECRETARIAT  
BY: *[Signature]* DATE: 05-12-25  
MAY 26 2025 *10am*  
UPLB-RQ- 05-175-25-60005  
DEADLINE OF SUBMISSION  
UPLB-RQ-  
DEADLINE OF

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

Date: April 30, 2025  
Fund Code: 9392408  
MOP: SMALL VALUE PROCUREMENT  
Contact No: 536-2727  
Contact Person: Andrus P. Advieso

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 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:

*PC # 2125-04-16691*

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 basic and detailed technical specifications of their offer against each unit's, individual parameters or needs requirements</small>	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	EVALUATION <small>(Leave this space blank. For BAC/ Evaluators only)</small>
1	Document Scanner	Branded and brand new Document Scanner. Scanner Type: Sheet-fed, one pass duplex color scanner Optical Resolution: 600 dpi Maximum Resolution: 1200 dpi interpolated Color Bit Depth: 30-bit input/24-bit output Grayscale Bit Depth: 16-bit input/8-bit output Optical Sensor: Contact Image Sensor (CIS) Light Source: 3-color RGB LED Scanning Speed: 30 ppm/60 ipm: 300 dpi Black & White, Color, Gray Automatic Document Feeder: Capacity: 20 pages Document Sizes: Minimum 50.8 x 50.8 mm Maximum 215.9 x 3,048 mm Daily Duty Cycle: 4,000 sheets Paper Weight: Vertical Path: 40 – 127 g/m2 , Less than A6 size: 40 – 209 g/m2, Straight Path: 40 – 413 g/m2 Consumables: Roller assembly kit: 50,000 cycles Operating Systems: Windows: Windows 7 / 8 / 8.1 / 10 / 11, Server 2008 / 2012 / 2016 / 2019 / 2022, Mac: Mac OS X 10.9 or later Temperature: Operating: 41 ° to 95 ° F (5 ° to 35 ° C), -13 ° to 140 ° F (-25 ° to 60 ° C) Humidity: Operating: 15 – 80% (no condensation) Scan Features: Buttons: 4 buttons: Double Feed Detect Skip, Slow Scan Mode, Scan, Stop Interface: USB 2.0 Driver compatibility: TWAIN, SANE, WIA, ICA, ISIS Power Consumption: Operation: 10 W Application/driver/CD and USB data cable included; Officially sealed upon inspection; Warranty: 1 year on parts and services.	unit	1	19,188.00	19,188.00				
2	Desktop Computer	Branded and Brand New Desktop Computer Operating System: Licensed Windows 11, 64bit, English. Processor: Intel® Core™ i5-13400 or Advance Generation Model; Graphics: Intel® UHD Graphics 730 or advance; Memory: 8GB DDR4 3200MHz or higher; Storage: 512GB NVMe PCIe M.2 Solid State Drive + 1TB HDD; Display: 23.8" LED Monitor, Keyboard & Mouse: USB, Wired Connectivity: Gigabit LAN, WiFi ac + Bluetooth, Bundled software: Licensed Microsoft Office Home and Student 2021, All peripherals must be of the same brand; Warranty: 3 years on parts and services. All peripherals must be of the same brand.	unit	1	49,999.00	49,999.00				
					TOTAL ABC	69,187.00	TOTAL QUOTED AMOUNT IN WORDS:			

Reviewed and Checked By:

*[Signature]*  
SECTREY I. MAGNATA  
BAC-DWG

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

*[Signature]*  
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 many 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.
- Delivery period within **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 intiminations, ensure, or overwriting shall be valid only if they are signed or intiated 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 Value (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 tender)	/	FOR ABC'S ABOVE \$20K	/	/	FOR ABC'S ABOVE \$20K
6 Omnibus Sworn Statement	/	FOR ABC'S ABOVE \$20K	/	/	FOR ABC'S ABOVE \$20K
7 NFCC for Infrastructure with ABC above P\$500K	/	/	/	/	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 Position: \_\_\_\_\_

Tel No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_

OS

WINDOWS 11

<b>Processor</b>	Intel® Core™ i5-13400 (4.60GHZ) MTF Processor
<b>Graphics</b>	Intel® UHD Graphics 730
<b>Memory</b>	8GB DDR4 3200MHz Memory
<b>Storage</b>	512GB NVME PCIE M.2 Solid State Drive + 1TB HDD
<b>PERIPHERALS &amp; ACCESSORIES</b>	
<b>Monitor</b>	23.8" Monitor
<b>Keyboard &amp; Mouse</b>	USB Mouse and Keyboard
<b>Others</b>	LAN + WIFI + Bluetooth Microsoft Office Home and Student 2021

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acer

PC EXPRESS

## Aspire TC-1770 i5

13TH GEN (DT.BK7SP.00F)



### Intel® Core™ i5-13400

- Intel® UHD GRAPHICS 730
- 8GB DDR4 3200MHZ
- 512GB SSD + 1TB HDD
- 23.8" MONITOR
- LAN + WIFI + BLUETOOTH
- WINDOWS 11
- MS OFFICE HOME AND STUDENT 2021
- USB KEYBOARD AND MOUSE

Comes with  
Office Home & Student 2021

Windows 11

For You

₱ 42,995

CASH  
STRAIGHT

4,121.00 | 12 Months Installment

Price as of FEBRUARY 2025

Product images are for illustrative purposes only and may differ from the actual product.



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Wishlist



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Epson WorkForce  
**ES-400 II**

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Epson WorkForce  
**ES-500W II**

Add to Cart



Epson WorkForce  
**ES-580W**

Add to Cart

#### Customer Reviews

995

1,206

711

#### Price

\$279<sup>99</sup>

\$199<sup>99</sup>

\$349<sup>99</sup>

#### Scan Speed

35 ppm/70 ipm

35 ppm/70 ipm

35 ppm/70 ipm

#### WiFi, Scan from Mobile Devices

No

;

Yes

#### Auto Document Feeder

50-page

50-page

100-page

#### Color LCD Display

No

;

Yes

#### 2-sided scanning

Yes

;

Yes

#### Scan to USB Thumb Drive

No

;

Yes

#### TWAIN Driver

Yes

;

Yes

#### Create Searchable PDFs

Yes

;

Yes

#### Versatile Paper Handling

Up to 240"

Up to 240"

Up to 240"

#### Peak Daily Duty Cycle

4,000 pages

4,000 pages

4,000 pages

#### Connects to Flatbed Dock

Yes

;

No

#### PC and Mac compatible

Yes

;

Yes

## Product guides and documents

[User Guide \(PDF\)](#)

[User Manual \(PDF\)](#)

## Product information

Product Dimensions	6.6 x 11.6 x 6.9 inches
Item Weight	8.14 pounds
ASIN	B08P3YVH3X
Item model number	ES-400 II
Customer Reviews	4.5 <a href="#">995 ratings</a> 4.5 out of 5 stars
Best Sellers Rank	#2,255 in Office Products ( <a href="#">See Top 100 in Office Products</a> ) #3 in Document Scanners
Is Discontinued By Manufacturer	No
Date First Available	November 26, 2020
Manufacturer	Epson

## Warranty & Support

**Product Warranty:** For warranty information about this product, please [click here](#)

## Feedback

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Product Selection

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## Epson Workforce ES-400 II Color Duplex Desktop Document Scanner for PC and Mac, with Auto Document Feeder (ADF) and Image Adjustment Tools, ES-400 II

[Visit the Epson Store](#)

4.5

995 ratings

[Search this page](#)

Amazon's Choice

2K+ bought in past month

**-20%** **\$279<sup>99</sup>**

List Price: ~~\$349.99~~

**\$86.86 Import Fees Deposit & FREE Shipping to Philippines**  
[Details](#)

Media Type	USB
Scanner Type	Document
Brand	Epson
Model Name	B11B261201
Connectivity Technology	USB
Product	6.6"D x 11.6"W x 6.9"H

[See more](#)

### About this item

- **FAST DOCUMENT SCANNING** – Speed through stacks with the 50-sheet Auto Document Feeder, perfect for office scanning and working from home
- **INTUITIVE, HIGH-SPEED SOFTWARE** – Epson ScanSmart Software lets you easily preview scans, email files, upload to the cloud, and more. Plus, automatic file naming saves time
- **SEAMLESS INTEGRATION** – Easily incorporate your data into most document management software with the included TWAIN driver, ensuring seamless integration with office workflows.
- **EASY SHARING** – Scan straight to email or popular cloud storage services like Dropbox, Evernote, Google Drive, and OneDrive. Ideal for home or office scanning.
- **SIMPLE FILE MANAGEMENT** – Create searchable PDFs with Optical Character Recognition (OCR) and convert scans to editable Word or Excel files effortlessly, ideal for document scanning

**\$279<sup>99</sup>**

**\$86.86 Import Fees Deposit & FREE Shipping to Philippines**

[Details](#)

**FREE delivery Thursday, May 15 to Philippines**

Or fastest delivery **Wednesday, May 14**

**In Stock**

Quantity: 1

Add to Cart

Buy Now

Ships from **Amazon**

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Returns **30-day refund/replacement**

Packaging **Ships in product packaging**

[See more](#)

☐ Add a gift receipt for easy returns

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### Other sellers on Amazon

New & Used (5) from **\$279<sup>99</sup>**





Doxie Go SE - The Intuitive Portable Document Scanner with Rechargeable Battery...

4,063

Amazon's Choice  
-15% **\$169<sup>00</sup>**  
List: \$199.00



Plustek PS186 Desktop Document Scanner, with 50-pages Auto Document Feeder...

623

**\$199<sup>00</sup>**

Plustek PS188 High Speed Double-Sided Color Document Scanner, with...

52

**\$219<sup>00</sup>**

Doxie Pro DX400 - Wired Document Scanner and Receipt Scanner for Home and Office. T...

519

-23% **\$229<sup>00</sup>**  
List: \$299.00



NetumScan Bluetooth Pet Microchip Scanner Reader RFID EMID, 3-in-1 Portable Pet Chi...

325

**\$36<sup>99</sup>**

Save 15% with coupon

## Products related to this item

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NETUM Android 11 Handheld Barcode Scanner Mobile Computer, Q700...

24

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VIISAN 3120 A3 Flatbed Scanner, 1200 DPI, CIS Sensor, Scan 11.7" x 16.7" in 8 sec, ...

94

**\$339<sup>00</sup>**

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VIISAN DL24 Innovative Book Scanner, 24MP Document Camera with Asymmetrical Lightin...

9

**\$329<sup>90</sup>**

Save \$55.00 with coupon



Android 11 with 5.5 inch Screen Barcode Scanner Handheld Mobile Terminal with Honey...

1

**\$379<sup>99</sup>**

Plustek Wide-Format Color Duplex Document Scanner S30, for Large-Format Document Sc...

33

**\$499<sup>00</sup>**

VIISAN VF Format FI A3 Size, 2 Sensor, Sc

**\$369<sup>99</sup>**

Save \$50.00

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### Highly Rated

100K+ customers rate items from this brand highly

### Trending

100K+ orders for this brand in past 3 months

### Low Returns

Customers usually keep items from this brand

## From the manufacturer

Fast 2-Sided Scanning

Batch Scanning

Powerful Software

Seamless Integration

Scan to Cloud

## Get Organized in a Snap

Scan up to 35 ppm/70 lpm<sup>1</sup>: Single-Step Technology captures both sides in one pass



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