



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

Request for Quotation/ Bid Form (Technical Specifications)
INSTITUTE OF CROP SCIENCE

UPLB BAC SECRETARIAT
BY: <u>Z</u> DATE: <u>11-19-25</u>
NOV 21 2025 ^(un)
UPLB-RQ- <u>11-543-25-RES</u>
DEADLINE OF SUBMISSION

Suppliers Name: _____

Date November 17, 2025
Fund Code: N9 381 21
MOP: NP - 53.9 Small Value Procurement
Contact No: 09367689914
Contact Person: Fritchie Anne C. Tajarán

**DEADLINE OF
SUBMISSION:**

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Note:

1. 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.

2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.

3. 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

4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RC before issuance of Purchase order (P.O.).

5. Quotations exceeding the Approved Budget for Contract shall be rejected.

6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation

7. Others:

1	Printer	<p>Maximum Copy Size: Legal Copy Resolution: 600 x 600 dpi Max Copies: 99 copies Copying: ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 12.0 ipm / 6.0 ipm ISO 24735, A4 Simplex ADF (Black / Colour): Up to 10.0 ipm / 4.5 ipm Fax Function: Type Of Fax: Walk-up B/W and Colour Fax Capability Receive Memory / Page Memory: 2MB, Page memory up to 180 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 Transmission Paper Size (Flatbed): Letter, A4 Transmission Paper Size (ADF): Letter, A4, 8.5 x 13", Legal Receiving Paper Size: Letter, A4, Legal Speed Dial / Group Dial: Up to 100 numbers, 99 groups Fax Features: PC Fax (Transmission / Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception, Fax Preview Number of Paper Trays: 2 (Front 1, Rear 1) Standard Paper Input Capacity: Cassette 1: Up to 250 sheets of Plain Paper (80 g/m²), up to 20 sheets of Premium Glossy Photo Paper. Rear Slot: 1 sheet (80 g/m²) Output Capacity: Up to 30 sheets of Plain Paper (80 g/m²) Up to 30 sheets of Plain Paper (80 g/m²) Up to 20 sheets of Premium Glossy Photo Paper Up to 20 sheets of Premium Glossy Photo Paper Maximum Paper Size: 215.9 x 1200 mm Paper Sizes: Legal, Indian Legal, Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 146 mm), 8.5 x 13", 5 x 7", 4 x 6", Legal (8.5 x 14") Envelopes: #10, DL, C6 Print Margin: 3 mm top, left, right, bottom via custom settings in printer driver LCD Screen: 2.4" Colour LCD Touch Screen Dimensions (W x D x H): 375 x 347 x 346 mm Weight: 7.3 kg Interface: USB: USB 2.0 Network: Wireless IEEE 802.11b/g/n, Wi-Fi Direct, Ethernet Network Protocol: TCP/IPv4, TCP/IPv6 Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SNTP, SLP, WSD, LLTD</p>	unit	1	48,425.00	48,425.00	

Reviewed and Checked By:

Mr. Mark Etham M. 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.

Fritchle Anne C. Tajara
BUYER/ END-USER

TERMS AND CONDITIONS:

1. Price quotations 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 which complies with the technical specifications, and other terms and conditions 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 initialed by you or any of your duly authorized representative/s.

Requirements for Suppliers (GPPB Resolution No. 21-2017)

REQUIREMENTS		Shopping	Negotiated	Negotiated	Negotiated Procurement- Scientific,	Negotiated
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		/	/	FOR ABC'S ABOVE
6 Omnibus Sworn Statement		FOR ABC'S ABOVE				FOR ABC'S ABOVE
7 NFCC for Infrastructure with ABC above Ph500k		/				FOR ABC'S ABOVE

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

After writing carefully
Name of the Company:

**Name Of
Address:**

Signature over Printed

Signature
Penitentiary

Tel. No.: _____
Fax No.: _____
Email Address: _____
Date: _____