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

Request for Quotation/ Bid Form (Technical Specifications)
DEPARTMENT OF FOREST PRODUCTS AND PAPER SCIENCE

Suppliers Name: _____

_____

_____

Date	**December 11, 2025**
Fund Code	9392506
MOP	**Small Value Procurement**
Contact No:	09625486648
Contact Person	Krisha F. Siruma

MU 2025-06-09201

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

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
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Puchase order (P.O.).
5. Quotations exceeding the Appoved 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 _____

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 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	Multifunction Printer	Branded and brand new Multifunction Printer; Printer Type: Print, Scan, Copy, Fax with ADF Printing Technology: Print Method: PrecisionCoreTM Printhead Minimum Ink Droplet Volume: 3.8 pl Print Direction: Bi-directional printing Nozzle Configuration: 800 x 1 nozzles Black, 256 x 1 nozzles per colour (Cyan, Magenta, Yellow) Maximum Resolution: 4800 x 2400 dpi Automatic 2-sided Printing: Yes (up to A3) Print Speed: Photo Default - 10 x 15 cm / 4 x 6 ": Approx. 43 sec per photo (Border) / 52 sec per photo (Borderless) Draft, A4 (Black / Colour): Up to 32.0 ppm / 22.0 ppm ISO 24734, A4 Simplex (Black / Colour): Up to 25.0 ipm / 12.0 ipm ISO 24734, A4 Duplex (Black / Colour): Up to 16.0 ipm / 9.0 ipm ISO 24734, A3 Simplex (Black / Colour): Up to 13.5 ipm / 6.0 ipm ISO 24734, A3 Duplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm Copy Function: Reduction / Enlargement: 25 - 400% Maximum Copy Size: A3 Copy Resolution: 600 x 600 dpi Max Copies: 999 copies Copying: ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 23.0 ipm / 10.0 ipm ISO 24735, A4 Simplex ADF (Black / Colour): Up to 22.5 ipm / 10.0 ipm ISO 24735, A4 Duplex ADF (Black / Colour): Up to 15.5 ipm / 7.5 ipm Scanning: Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Maximum Scan Area: 297 x 431.8 (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 Scan Speed: Scan Speed (Flatbed / ADF (Simplex | Duplex)): 200dpi, Black: 5 sec / Up to 26.0 ipm	11.5 ipm	un	1	60,000.00	60,000.00				

200dpi, Colour: 10 sec / Up to 9.0 ipm | 6.0 ipm
ADF Specifications:
Support Paper Thickness: 64-95 g/m2
Paper Capacity: 50 sheets
Fax Function:
Type Of Fax: Walk-up Black-and-white and
Colour Fax Capability
Receive Memory / Page Memory: 6MB, Page
memory; Up to 550 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): A5, A4, A3,
B5, B4, Half Letter, Letter, Legal, 11 x 17"
Transmission Paper Size (ADF): A5, A4, A3,
B5, B4, Half Letter, Letter, Legal, 11 x 17"
Receiving Paper Size: Half Letter, A5, B5, A4,
Letter, Legal, B4, 11 x 17", A3, A3+
Speed Dial / Group Dial: Up to 200 numbers,
199 groups
Fax Features: PC Fax (Transmission/Receive),
Automatic Redial, Address book, Broadcast Fax
(Mono Only), Transmit Reservation, Polling
Reception, Fax Preview, Memory reception, Fax
to Email, Fax to Folder, Automatic 2-sided Fax
Paper Handling:
Paper Feed Method: Friction feed
Number of Paper Trays: 3 (Front 2, Rear 1)
Standard Paper Input Capacity:
Cassette 1: 250 sheets for A4 Plain paper
(80g/m2)
50 sheets for Premium Glossy Photo Paper
Cassette 2: 250 sheets for A4 Plain paper (80
g/m2)
Rear Slot: 50 sheets for A4 Plain paper (80
g/m2), 20 sheets for Premium Glossy Photo
Paper
Output Capacity: 125 sheets for A4 Plain paper
(80 g/m2), 20 sheets for Premium Glossy Photo
Paper
Maximum Paper Size: 329 x 6000 mm
Paper Sizes: A3, Super B (13 x 19"), Indian
Legal, Letter, A4, 16K (195 x 270mm), 8K (270
x 390mm), Executive (7.25 x 10.5"), B4, B5, A5,
B6, A6, 8.5 x 13", 5 x 7", 4 x 6", 8 x 10", Legal
(8.5 x 14"), 16:9 wide, Envelopes: #10, DL, C6,
C4
Print Margin: 3mm top, left, right, bottom via
custom settings in printer driver
Card Slot / USB Host Function:
Type of Direct Printing: USB Memory
Mobile and Cloud Solutions:
Brand Connect Features: Brand iPrint, Brnad
Email Print, Remote Print Driver, Scan to Cloud
Other Mobile Solutions: Apple AirPrint, Mopria
Print Service
Supported OS and Applications:
Supported OS: Windows XP / Vista / 7 / 8 / 8.1 /
10, Windows Server 2003 / 2008 / 2012 / 2016
/ 2019; Mac OS X 10.6.8 or later
Noise Level:
PC Printing / Plain Paper Default: Sound Power
(Black / Colour) 6.7 B(A) / 6.2 B(A), Sound
Pressure (Black / Colour) 52 dB(A) / 47 dB(A)
Interface:
USB: USB 2.0
Network: Ethernet, Wi-Fi IEEE 802.11 b/g/n, Wi-
Fi Direct
Network Protocol: TCP/IPv4, TCP/IPv6
Network Management Protocols: SNMP, HTTP,
DHCP, BOOTP, APIPA, PING, DDNS, mDNS,
SNTP, SLP, WSD, LLTD
Printer Software Support: Brand ScanSmart

	Control Panel: LCD Screen: 4.3" Colour LCD Touch Screen Power Rated Voltage: AC 220 - 240 V Rated Frequency: 50 - 60 Hz Application/DriverCD, Introductory inks and USB data cable included; Officially sealed upon inspection before installation; Warranty: 2 years on repair, parts and services.										
						60,000.00					
							TOTAL QUOTED AMOUNT IN WORDS:				

Reviewed and Checked By:

MR. MARK EFRA_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.

KRISHA F. SIRUMA
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
3. Delivery period within ___30_ calendar days
4. Award of contract shall be made to the lowest quotation wich 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- Emergen cy
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:

Signature over Printed Name
of Representative:
Position:

Tel. No. :
Fax No. :
Email Address:

Date: