



UNIVERSITY OF THE PHILIPPINES BAGUIO

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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Ink cartridge for printing of MK-CHED Documents
Purchase Request No.: 18948
Approved Budget for the Contract: Php 76,500.00

Date: **28 February, 2023**
RFQ No.: **2892 for PR#18948**
MOP: **NP-SVP**

INSTRUCTIONS:

- Accomplish this RFQ correctly and completely.
- Bidder should attach a copy of the latest Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement and as follows;
 - For Corporate Managed Companies, please attach Secretary's Certificate and/ or Board Resolution
 - For Sole Proprietorship, please attach Special Power of Attorney
- Failure to comply with any of the Technical Specifications will disqualify the quotation.
- Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at spmou.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph NOT LATER THAN 5:00 PM on 6 March, 2023.
- Failure to follow these instructions will disqualify your entire quotation.

Please quote your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The information stated below shall be the basis for the evaluation and calculation of your quotation.

MARY ANNE R. RIVERA (sgd)
Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
1	Toner Cartridge Compatible for HP Color Laser Jet Pro MP 154a Printer 204A Black			pc	5	3,600.00	18,000.00			
2	Toner Cartridge Compatible for HP Color Laser Jet Pro MP 154a Printer 204A Cyan			pc	5	3,900.00	19,500.00			
3	Toner Cartridge Compatible for HP Color Laser Jet Pro MP 154a Printer 204A Magenta			pc	5	3,900.00	19,500.00			
4	Toner Cartridge Compatible for HP Color Laser Jet Pro MP 154a Printer 204A Yellow			pc	5	3,900.00	19,500.00			
SPECIAL CONDITIONS										
	1. Must be brand new and branded									
	2. Expiration is within 2 years or above.									
	3. Delivery is within 15 days from award or before March 25, 2023 whichever comes first.									
	- Nothing Follows -									
TOTAL:							76,500.00	BID TOTAL:		

TOTAL QUOTED AMOUNT IN WORDS:

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. : _____

Name of Representative: _____

Email Address: _____

Position: _____

Signature: _____

Date: _____