



UNIVERSITY OF THE PHILIPPINES BAGUIO

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 Telephone No. 074-442-3484
 Email Address: spmou.upbaguio@up.edu.ph

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of 3rd and 4th Quarter Ink Consumables for the University
 Purchase request No.: 19997, 19950, 19994, 20007
 Approved Budget for the Contract: ₱ 138,160.00

Date: 30 June, 2023
 RFQ No.: 3187
 MOP: Shopping (b)

INSTRUCTIONS:

1. Accomplish this RFQ **correctly and completely**.
2. Bidder should attach a copy of the **latest Business Permit** and **Philgeps Registration Number**.
3. ****Warranty** shall be 6 months for supplies and materials, 1 year for equipment from the date of acceptance of the Procuring Entity.
4. Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at spmou.upbaguio@up.edu.ph & cgtipac@up.edu.ph and cc: bac.upbaguio@up.edu.ph with RFQ No. **3187** as part of the subject NOT LATER THAN **12:00 PM** on **5 July, 2023**.
5. Price validity shall be for a period of 90 calendar days.
6. Bidders must indicate the Brand and Model Number offered when appropriate.
7. **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
 MARY ANNE R. RIVERA
 Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	
		YES	NO							
1	INK CARTRIDGE, CANON CL-811, Colored			cart	2	₱ 1,200.00	₱ 2,400.00			
2	INK CARTRIDGE, CANON PG-810, Black			cart	4	₱ 900.00	₱ 3,600.00			
3	INK CARTRIDGE, HP CN692AA (HP704), Black			cart	6	₱ 720.00	₱ 4,320.00			
4	INK CARTRIDGE, HP CN693AA (HP704), Tri-color			cart	5	₱ 720.00	₱ 3,600.00			
5	RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black			cart	3	₱ 200.00	₱ 600.00			
6	TONER CARTRIDGE, HP CE285A (HP85A), Black			cart	1	₱ 3,500.00	₱ 3,500.00			
7	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black			cart	7	₱ 3,240.00	₱ 22,680.00			
8	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet			cart	1	₱ 5,000.00	₱ 5,000.00			
9	TONER CARTRIDGE, HP Q2612A, Black			cart	1	₱ 4,000.00	₱ 4,000.00			
10	INK CART, HP CF237A, Black			cart	2	₱ 11,000.00	₱ 22,000.00			
11	Ink Cartridge, Canon 790 Black			bot	4	₱ 396.00	₱ 1,584.00			
12	Ink Cartridge, Canon 790 Cyan			bot	2	₱ 396.00	₱ 792.00			
13	Ink Cartridge, Canon 790 Magenta			bot	2	₱ 396.00	₱ 792.00			
14	Ink Cartridge, Canon 790 Yellow			bot	2	₱ 396.00	₱ 792.00			
15	Ink Cartridge, M0H54AE (HPGT52), Cyan			bot	1	₱ 350.00	₱ 350.00			
16	Ink Cartridge, M0H55AE (HPGT52), Magenta			bot	1	₱ 350.00	₱ 350.00			
17	Ink Cartridge, M0H56AE (HPGT52), Yellow			bot	1	₱ 350.00	₱ 350.00			
18	Ink Cartridge, M0H57AA (HPGT51), Black			bot	1	₱ 350.00	₱ 350.00			
19	Ink Refill for Epson WF-C5790 (T948: Black, Cyan, Magenta, Yellow)			set	1	₱ 16,000.00	₱ 16,000.00			
20	Ink, Epson M15140, 008 Black			bottle	2	₱ 950.00	₱ 1,900.00			
21	Ink, Epson, 001, Black			bot	2	₱ 550.00	₱ 1,100.00			
22	Ink, Epson, 001, Cyan			bot	2	₱ 350.00	₱ 700.00			
23	Ink, Epson, 001, Magenta			bot	2	₱ 350.00	₱ 700.00			
24	Ink, Epson, 001, Yellow			bot	2	₱ 350.00	₱ 700.00			
25	Ink, Epson, 003, Black			bot	30	₱ 300.00	₱ 9,000.00			
26	Ink, Epson, 003, Cyan			bot	20	₱ 300.00	₱ 6,000.00			
27	Ink, Epson, 003, Magenta			bot	20	₱ 300.00	₱ 6,000.00			
28	Ink, Epson, 003, Yellow			bot	17	₱ 300.00	₱ 5,100.00			
29	PIGMENT INK 008 for EPSON L6460, Black			btl	1	₱ 1,000.00	₱ 1,000.00			
30	Toner Cartridge, CF279A (HP79A), Black			cart	1	₱ 3,900.00	₱ 3,900.00			
31	Toner Cartridge for Brother Printer TN-2360			cart	3	₱ 3,000.00	₱ 9,000.00			
Contract Award: Per line item Delivery Period: within 30 calendar days upon receipt of Purchase Order **WARRANTY INCLUDED *** Nothing Follows ***							TOTAL: ₱ 138,160.00			
TOTAL QUOTED AMOUNT IN WORDS:										

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

Name of the Company: _____ Tel. No. : _____
 Address: _____ Fax No. : _____
 Name of Representative: _____ Email Address: _____
 Position: _____ Date: _____
 Signature: _____