



UNIVERSITY OF THE PHILIPPINES BAGUIO

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

REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply and Delivery of Ink Consumables for the University
 Purchase request No.: 20569 | 21026 | 20734 | 20970 | 20843 | 20841 | 20715 | 20589 | 20678 | 20998 | 20777
 Approved Budget for the Contract: ₱ 72,445.00

Date: 10 October, 2023
 RFQ No.: 3512
 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 spmo.upbaguio@up.edu.ph and cc: bac.upbaguio@up.edu.ph with RFQ No. **3512** as part of the subject NOT LATER THAN **5:00 PM** on **17 October, 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.

RLT
RUEL C. LESTINO
 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 Refill for Epson Ecotank L4260 (001)			set	4	₱ 1,700.00	₱ 6,800.00		
2	Ink, Epson, 003, Black			btl	3	₱ 275.00	₱ 825.00		
3	Ink, Epson, 003, Cyan			btl	3	₱ 290.00	₱ 870.00		
4	Ink, Epson, 003, Magenta			btl	3	₱ 290.00	₱ 870.00		
5	Ink, Epson, 003, Yellow			btl	2	₱ 290.00	₱ 580.00		
6	Ink, Epson, 008, Black			btl	10	₱ 1,000.00	₱ 10,000.00		
7	Ink, Epson, 008, Cyan			btl	9	₱ 800.00	₱ 7,200.00		
8	Ink, Epson, 008, Magenta			btl	9	₱ 800.00	₱ 7,200.00		
9	Ink, Epson, 008, Yellow			btl	9	₱ 800.00	₱ 7,200.00		
10	Ink Cartridge for Brother MFC-J2330DW, LC3617BK			crt	8	₱ 1,000.00	₱ 8,000.00		
11	Ink Cartridge for Brother MFC-J2330DW, LC3617C			crt	2	₱ 900.00	₱ 1,800.00		
12	Ink Cartridge for Brother MFC-J2330DW, LC3617M			crt	2	₱ 900.00	₱ 1,800.00		
13	Ink Cartridge for Brother MFC-J2330DW, LC3617Y			crt	2	₱ 900.00	₱ 1,800.00		
14	TONER cart, HP CB435A, Black (HP35A)			crt	1	₱ 3,500.00	₱ 3,500.00		
15	INK cart, HP CF237A, Black			crt	1	₱ 11,000.00	₱ 11,000.00		
16	TCG printer ribbon - EPSON RIBBON SO15086 (SO15531)			pc	3	₱ 1,000.00	₱ 3,000.00		
Contract Award: Per line item Delivery Period: 30 calendar days upon receipt of Purchase Order **WARRANTY INCLUDED *** Nothing Follows ***		TOTAL: ₱ 72,445.00							
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: _____
 Signature: _____ Date: _____