

**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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Email Address: [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph)**REQUEST FOR QUOTATION (RFQ)**PROCUREMENT PROJECT: **1st and 2nd Quarter Ink Consumables for the University**Purchase Request Nos.: **21588**Approved Budget for the Contract: Php **356,068.84**Date: **22 January, 2024**RFQ No. **3841**MOP: **Shopping****INSTRUCTIONS:**

1. Accomplish this RFQ correctly and completely. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of your duly authorized representative/s.
2. Bidder should attach a copy of the latest Business Permit, PhilGEPS Registration Number and Notarized Omnibus Sworn Statement for an Approved Budget for the Contract (ABC) above ₱50,000 except for Shopping as an Alternative Method of Procurement that requires the latest business permit and PhilGEPS registration only. **Quotations exceeding the ABC shall be rejected.**

In Addition:

- 2a. For Corporations & Cooperatives: A Notarized Secretary's Certificate or Notarized Board Resolution;
  - 2b. For Sole Proprietorship: A Notarized Special Power of Attorney if the OSS Affiant is other than the Sole Proprietor.
3. Warranty\*\*, if appropriate, shall be six (6) months for supplies and materials, one (1) year for equipment from the date of acceptance of the Procuring Entity.
  4. Submit your quotation, *preferably sealed*, at the Supply and Property Management Office, UP Baguio **OR** send to this email address **ONLY** - [spmo.upbaguio@up.edu.ph](mailto:spmo.upbaguio@up.edu.ph) and cc: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph) with the subject heading **RFQ No. 3841 NOT LATER THAN 5:00 PM on 25 January, 2024.**
  5. Price validity shall be for a period of 90 calendar days.
  6. **IF APPLICABLE**, bidders shall indicate the Brand and Model Number of the item/s being offered.
  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.**

Canvassed by: JANINE SOMERA

**RUEL C. LESTINO**  
Head, SPMO

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		BRAND (N/A if not applicable)	Unit of Measure (Ex. pc, lot, kg)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE*	TOTAL QUOTED PRICE
		YES	NO							
1	INK CARTRIDGE, EPSON C13T664100 (T6641), Black				cart	6	P 255.09	P 1,530.54		
2	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan				cart	5	P 266.42	P 1,332.10		
3	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta				cart	5	P 266.42	P 1,332.10		
4	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow				cart	5	P 266.42	P 1,332.10		
5	INK CARTRIDGE, HP CN692AA (HP704), Black				cart	15	P 461.03	P 6,915.45		
6	INK CARTRIDGE, HP CN693AA (HP704), Tri-color				cart	12	P 461.03	P 5,532.36		
7	RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black				cart	2	P 85.17	P 170.34		
8	TONER CARTRIDGE, HP CE285A (HP85A), Black				cart	3	P 3,567.0	P 10,700.97		
9	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet				cart	2	P 5,771.48	P 11,542.96		
10	TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425				cart	4	P 5,159.44	P 20,637.76		
11	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black				cart	8	P 3,338.19	26,705.52		
12	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet				cart	2	3,409.12	P 6,818.24		
13	TONER CARTRIDGE, HP CF410A (HP410A), Black				cart	2	P 4,290.00	P 8,580.00		
14	TONER CARTRIDGE, HP Q2612A, Black				cart	1	P 4,118.40	P 4,118.40		
15	Ink cartridge, HP CF237A, black				cart	4	P 12,100.00	P 48,400.00		
16	Ink, Epson, 001, black				bottle	36	P 605.00	P 21,780.00		
17	Ink, Epson, 001, cyan				bottle	32	P 385.00	P 12,320.00		

ITEM NO.	GENERAL DESCRIPTION	Compliance with technical specifications (Pls. check)		BRAND (N/A if not applicable)	Unit of Measure (lit, pc, lot, M)	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE*	TOTAL QUOTED PRICE	
		YES	NO								
18	Ink, Epson, 001, magenta				bottle	32	P 385.00	P 12,320.00			
19	Ink, Epson, 001, yellow				bottle	32	P 385.00	P 12,320.00			
20	Ink, Epson, 003, black				bottle	30	P 330.00	P 9,900.00			
21	Ink, Epson, 003, cyan				bottle	24	P 330.00	P 7,920.00			
22	Ink, Epson, 003, magenta				bottle	24	P 330.00	P 7,920.00			
23	Ink, Epson, 003, yellow				bottle	20	P 330.00	P 6,600.00			
24	Ink, Epson, 008, black				bottle	13	P 1,045.00	P 13,585.00			
25	Ink, Epson, 008, cyan				bottle	5	P 1,045.00	P 5,225.00			
26	Ink, Epson, 008, magenta				bottle	4	P 1,045.00	P 4,180.00			
27	Ink, Epson, 008, yellow				bottle	4	P 1,045.00	P 4,180.00			
28	Ink, Epson, WF-C5790 (T948: Black, Cyan, Magenta, Yellow)				set	2	P 17,600.00	P 35,200.00			
29	Ink, MOH54AE (HP-GT52), cyan				bottle	2	P 385.00	P 770.00			
30	Ink, MOH55AE (HP-GT52), magenta				bottle	2	P 385.00	P 770.00			
31	Ink, MOH56AE (HP-GT52), yellow				bottle	2	P 385.00	P 770.00			
32	Ink, MOH57AA (HP-GT51), black				bottle	2	P 385.00	P 770.00			
33	Toner cartridge, Brother Printer TN-2360				cart	12	P 3,300.00	P 39,600.00			
34	Toner cartridge, CF279A (HP79A), black				cart	1	P 4,290.00	P 4,290.00			
<b>Contract Award:</b> <u>Per line item</u> <b>Delivery Period:</b> <u>within 30 calendar days upon receipt of Purchase Order</u> <i>*Indicating a price/amount under "Quoted Unit Price" shall mean complying with the technical specification of the item even without checking the compliance column otherwise provide a counter-offer.</i> <b>**WARRANTY INCLUDED</b> <b>AA Nothing Follows AAA</b>											
							<b>TOTAL:</b>	<b>P 356,068.84</b>			
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>											

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: \_\_\_\_\_