



UNIVERSITY OF THE PHILIPPINES  
UP Manila  
Taft Avenue, Manila

**Request for Quotation**  
**PROCUREMENT OFFICE**

Date : SEPTEMBER 15, 2020  
RFQ No. : PR2020-29  
Modality : Small Value Procurement

Please quote at your government price inclusive of VAT and state the time within which you can make delivery. It will be appreciated if we can have your quotation duly signed by your representative at the UPM INTERNAL AUDIT OFFICE located at UPM Student Dormitory Building located at Pedro Gil, , Taft Ave., Manila, not later than 5:00 PM, SEPTEMBER 21, 2020.

**General Conditions:**

1. All entries must be typewritten or in print.
2. Delivery for a minimum period of 15 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of 90 calendar days.
5. PhilGEPS Registration Certificate and Mayor's Permit shall be attached upon submission for the quotation.
6. Others:

PR No.: 11569 End-user: UPM Office of the University Registrar (OUR)

Item No.	Code	GENERAL DESCRIPTION	UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED AMOUNT
		<b>DIPLOMA WITH LOGO:</b> -logo visible thru UV light as security feature with gold stumping, water resistant and with jacket diploma holder  <i>Note: Diploma for Second Semester, AY2019-2020 Graduates</i>	pc	685	₱350.00	₱239,000.00		
<b>TOTAL</b>						<b>₱239,000.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>								
Delivery Terms: _____								

(sgd) **MILADILLA A. SANTIAGO**  
Director I, Procurement Office

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 : \_\_\_\_\_ Date : \_\_\_\_\_  
Signature : \_\_\_\_\_