



UNIVERSITY OF THE PHILIPPINES
UP Manila
Taft Avenue, Manila

Request for Quotation
PROCUREMENT OFFICE

Date : SEPTEMBER 10, 2020
RFQ No.: PR2020-28
MOP : SHOPPING

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 PROCUREMENT OFFICE located at UPM Student Dormitory Building located Pedro Gil, Ermita, Manila, not later than 5:00 PM, SEPTEMBER 15, 2020, or you may email your quotation at mbdeleon6@up.edu.ph c/o Ms. Cecil De Leon.

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 shall be attached upon submission for the quotation.
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
8. Others:

PR No.: 11511 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 |
|--------------------------------------|------|-----------------------|-----|-----|------------|-------------------|-------------------|---------------------|
| 1. | | Toner Cart. HP CF279A | pc | 12 | ₱5,000.00 | ₱60,000.00 | | |
| TOTAL | | | | | | ₱60,000.00 | | |
| TOTAL QUOTED AMOUNT IN WORDS: | | | | | | | | |
| 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 : _____