



UNIVERSITY OF THE PHILIPPINES  
UP Manila  
Taft Avenue, Manila

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

Date : SEPTEMBER 15, 2020  
RFQ No. : PR2020-28  
Modality : Small Value Procurement (Item No.1)  
: Shopping (Item No.2)

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 at Pedro Gil, , Taft Ave., Manila, not later than 5:00 PM, SEPTEMBER 21, 2020, or you may email your quotation at [mbdeleon6@up.edu.ph](mailto: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.: 10735 End-user: UPM CASH Office

Item No.	Code	GENERAL DESCRIPTION	UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED AMOUNT
1.		<b>Laserjet Printer:</b> (per attached specifications or better) -Dimension: 356mm x 360mm x 183mm; -Print Speed : up to 36 pages/min. (Letter Size/ A4 size); -A4, Letter, A5 (A5 Long Edge), A6, Executive, Legal, Folio, Mexico, India -Resolution : 600 x 600 dpi; HQ1200 (2400x600 dpi) quality; 1200 X 1200 dpi; - 2 sided Paper type: Plain Paper, Thin Paper, Recycled Paper, Thick Paper; 2-sided Paper size; Connectivity: USB 2.0; LAN: 10Base-T / 100Base-TX; Wireless LAN; OS: Windows, MacOS, Linux	pc	3	₱15,000.00	₱45,000.00		
2.		<b>Laserjet Printer Cartridge</b> (compatible to the newly purchased unit)	pc	6	₱6,000.00	₱36,000.00		
<b>TOTAL</b>						<b>₱81,000.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>								
Warranty : _____						Delivery Terms: _____		

**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 : \_\_\_\_\_