



UNIVERSITY OF THE PHILIPPINES
MANILA

Taft Avenue, Manila, Metro Manila, NCR
VAT Reg. TIN: 000-864-006-00005

IMS12086776

REQUEST FOR QUOTATION
UPM Procurement Management Office

Date: AUG. 08 2023
RFQ No.: 1805 - PR#19398
MOP: Small Value Procurement

Please quote your lowest price on the Item/s listed below, subject to the General Conditions below, stating the shortest time of delivery, and submit the physical copy of your Sealed Quotation duly signed by your representative to the UPM PROCUREMENT MANAGEMENT OFFICE located on the 2nd Floor UPM Main Building, Padre Faura St., Ermita, Manila, not later than AUGUST 22, 2023, 5:00PM.

Note:

1. All entries must be typewritten or in print.
2. Delivery of preventive maintenance service for a period of One (1) Year. Delivery place: UP Manila Offices/Units
3. Price validity shall be for a period of 90 calendar days.
4. PhilGEPS Registration Certificate, Mayor's/Business Permit, and Omnibus Sworn Statement shall be attached upon submission of the quotation.

Others:

- SEALED QUOTATION (along with the required documents) must be submitted to the UPM Procurement Management Office located at 2nd Floor UPM Main Building, Padre Faura St., Ermita, Manila
- Please indicate the PhilGEPS Ref. No. and the complete title of the Bid Notice outside the envelope.

PR 19398 Requester: **UPM Information Mgmt. Services (IMS)**

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
1	Preventive Maintenance Service for Desktops and Laptops <i>Note: Strict compliance with the attached Terms of Reference (TOR)</i>	unit	1,000			PHP 500.00	PHP 500,000.00		
TOTAL							PHP 500,000.00		
TOTAL QUOTED AMOUNT IN WORDS: Five Hundred Thousand pesos and Zero cents									

Please quote at your government price (Including VAT) and state the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein.

MELFRED L. HERNANDEZ, MD
OIC, Procurement Management Office

10 AUG 2023

After having carefully read and accepted your General Conditions, I/We quote you on the Items at prices noted above.

Name of the Company: _____
Address: _____
Name of Representative: _____
Position: _____
Signature: _____

Tel. No. : _____
Mobile No. : _____
Email Address: _____
Company T.I.N: _____
Date: _____