



UNIVERSITY OF THE PHILIPPINES MANILA

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

CASH12122463

REQUEST FOR QUOTATION UPM Procurement Management Office

Date: NOV. 21 2023
RFQ No.: 2012 - PR#22776
MOP: 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 PROCUREMENT MANAGEMENT OFFICE, located on the 2/F UPM Main Building, Joaquin Gonzales Compound, P. Faura St., Ermita, Manila, not later than NOVEMBER 29, 2023, 5:00 PM. You may send your quotation to Ms. Cecil De Leon via email at mbdeleon6@up.edu.ph.

Note:

1. All entries must be typewritten or in print.
2. Delivery for a maximum period of thirty (30) calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, and one (1) year for equipment, from the date of acceptance by the procuring entity (if applicable).
4. Price validity shall be for a period of 90 calendar days.
5. PhilGEPS Registration Certificate and valid Mayor's/Business Permit shall be attached upon submission of 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 applicable.

Others:

PR 22776 End-user: UPM CASH OFFICE

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	DATA FOLDER : <u>Horizontal</u> -made of chipboard, taglia lock, with lever archfile mechanism and taglia lock, -thickness: 2.5mm min, -dimension: 75mm x 230mm x 380mm min.	pc	500			PHP 130.00	PHP 65,000.00		
TOTAL							PHP 65,000.00		
TOTAL QUOTED AMOUNT IN WORDS: Sixty-Five 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.

Delivery Leadtime: _____

Lenette Lorena P. Crucido
LENETTE LORENA P. CRUCIDO
ACTING DIRECTOR

122 NOV 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: _____