



**UNIVERSITY OF THE PHILIPPINES**  
**UP Manila**  
**Taft Avenue, Manila**

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

Date : July 11, 2019  
 RFQ No.: PR2019-15  
 MOP : SMALL VALUE

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 sealed quotation duly signed by your representative at the UP Manila Internal Audit Office located at 8<sup>th</sup> Floor Central Block Bldg. PGH, Taft Ave., Manila not later than 1:00 PM, July 19, 2019.

**General Conditions:**

1. All entries must be typewritten or in print.
2. Delivery for a minimum period of 7 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 (if applicable).
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.: 7670 - End-user: UPM INTERACTIVE LEARNING CENTER**

Item No.	Code	GENERAL DESCRIPTION	UOM	QTY	UNIT PRICE	TOTAL PRICE	TOTAL QUOTED AMOUNT
1.		Video Capture Equipment: Ring Light with Stand 18"	un	1	<b>₱4,500.00</b>	<b>₱4,500.00</b>	
2.		Video Capture Equipment: Canon EOS M10 Digital Camera	un	1	<b>17,000.00</b>	<b>17,000.00</b>	
3.		Video Capture Equipment: Shotgun Microphone	Un	1	<b>4,500.00</b>	<b>4,500.00</b>	
4.		Video Capture Equipment: Soft Box with light 3pcs./set	set	1	<b>9,500.00</b>	<b>9,500.00</b>	
5.		Video Editing & Storage: 1TB capacity Transcend External Hard Drive	un	1	<b>3,000.00</b>	<b>3,000.00</b>	
6.		Video Editing & Storage: iMac 3, 4GHz, 1TB Storage	un	1	<b>90,000.00</b>	<b>90,000.00</b>	
<b>TOTAL</b>						<b>₱128,500.00</b>	
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>							

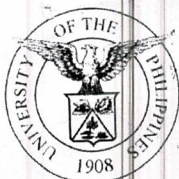
**MILADILLA A. SANTIAGO**  
 Director, Procurement Office  
 3/12/2019

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

Name of the Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Name of Representative: \_\_\_\_\_  
 Position : \_\_\_\_\_  
 Signature : \_\_\_\_\_

Tel. No. : \_\_\_\_\_  
 Fax No.: \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Date : \_\_\_\_\_





# UNIVERSITY OF THE PHILIPPINES

## MANILA

Taft Avenue, Manila, Metro Manila, NCR  
VAT Reg. TIN: 000-864-006-00

### Purchase Request

Entity Name: <b>UP Manila</b>		Fund Cluster: <b>01</b>		PPMP No.:	
Office/Section: UPM Interactive Learning Center		PR No.: <b>7670</b>		Date: <b>Apr 30, 2019</b>	
		Responsibility Center Code: <b>MA03007001 --</b>			

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	un	A. Video Capture Equipment Ring Light with stand 18"	1	4,500.00	4,500.00
	un	A. Video Capture equipment Canon EOS M10 Digital Camera	1	17,000.00	17,000.00
	un	A. Video Capture equipment Shotgun Microphone	1	4,500.00	4,500.00
	set	A. Video Capture equipment Soft Box with light 3 pcs./set	1	9,500.00	9,500.00
	un	B. Video Editing and Storage 1TB capacity Transcend External Hard Drive	1	3,000.00	3,000.00
	un	B. Video Editing and Storage iMac 3, 4GHz 1 TB Storage	1	90,000.00	90,000.00
<b>Grand Total</b>					<b>128,500.00</b>

**Purpose:** for ILC's Academic Program Improvement Project entitled: Adoption of Blended Learning in UP Manila

Signature: Printed Name: Designation:	Requested by:	Approved by:
	<u>Isip, Dr. Iris Thiele Cua</u>	<u>Samaniego, Dr. Arlene Alcid, MD</u>
	Director	Vice Chancellor for Administration

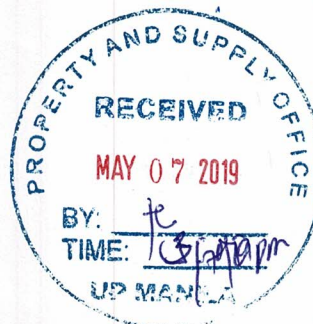
11 JUN 2019

**BUDGET CLEARANCE**

Approved: DepEd Fund  
28,500.00  
for the purpose of  
LOVELLE C. AGUIB  
Chief Budget Officer, UPM  
Date: 5/6/19

**Certified that all items listed in Purchase Request No. 7670 were included in the 2019 Manila Annual Procurement Plan. Under Procurement Small Value (SPPVP)**

Vicky D. Galvan June 2019  
MS. VICKY D. GALVAN  
Chief, Property & Supply Office



106/14/19  
12:46 PM

9/5/27/19  
1:55 PM

106/16/19  
12:14 PM

05/14/19  
1:45 PM

**ORGANIC OFFICE FOR THE BIDS AND AWARDS COMMITTEE**

**RECEIVED**

JUL 04 2019

By: [signature] Time: 2 PM