



# UNIVERSITY OF THE PHILIPPINES MANILA

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

NGOHS12125561

## REQUEST FOR QUOTATION

UPM Procurement Management Office

Date: SEP. 12 2023  
RFQ No.: 1891 - PR#21907  
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 SEPT 20, 2023, 5:00 PM. You may send your quotation to Ms. Cecil De Leon via email at mbdeleon6@up.edu.ph.

### Note:

- All entries must be typewritten or in print.
- Delivery for a maximum period of ten (10) calendar days. Delivery place: UPM National Graduate Office for the Health Sciences (NGOHS) located at Joaquin Gonzales Compound, Padre Faura St. Ermita, Manila.
- 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).
- Price validity shall be for a period of 90 calendar days.
- PhilGEPS Registration Certificate and valid Mayor's/Business Permit shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product being offered.
- Bidders must indicate the BRAND and MODEL NUMBER offered when applicable.

Others: For further details, kindly contact Ms. Tina Onzaga at landline no. 88141-248

PR 21907 Requester: UPM Nat'l Graduate Office for the Health Sciences (NGOHS)

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	<b>Supply and Delivery of Polo Shirts (including embroidered printing) for the Graduate Students' Colloquium</b>  -Quantity of T-shirt: 150 pcs (minimum) -Fabric: Honeycomb Fabric; 230 GSM Two-Tone Color; Embroidered Print Cut & Sew Polo-shirt -Logo Print Sizes: Front: 3.5 inch. (W) x 1.5 inch (H) Back: 4.5 inch. (W) x 4.5 inch (H) -Budget per T-shirt: P500.00-P600.00 -Delivery must be on or before : October 10, 2023 -Delivery must be made: max. of 10 calendar days  <i>Note: Please refer to the attached sample photo/layout. Actual t-shirt sizes will follow</i>	lot	1			PHP 100,000.00	PHP 100,000.00		
TOTAL							PHP 100,000.00		
TOTAL QUOTED AMOUNT IN WORDS: One 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.

Delivery Leadtime: \_\_\_\_\_

*Lenette Lorena P. Crucido*  
**LENETTE LORENA P. CRUCIDO**  
OIC, Procurement Management Office

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 : \_\_\_\_\_