



# UNIVERSITY OF THE PHILIPPINES MANILA

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

SPMO12116205

## REQUEST FOR QUOTATION

UPM Procurement Management Office

Date: SEP. 13 2023  
RFQ No.: 1906 - PR#21979  
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 SEPTEMBER 22, 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 30 calendar days. Delivery place: UPM Supply & Property Management Office (SPMO) located at Joaquin Gonzales Compound, Padre Faura St. Ermita, Manila.
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 and 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 21979 End-user: UPM Supply & Property Mgmt. Office (SPMO)

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	Open Shelves, Steel filing Cabinet: 7 layers - (H) 210cm x (W) 95cm x (D) 45cm -Adjustable Shelves -Boltless Type -Powder Coated -Color: Black	un	6			PHP 9,500.00	PHP 57,000.00		
TOTAL							PHP 57,000.00		
TOTAL QUOTED AMOUNT IN WORDS: Fifty-Seven 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.

Warranty : \_\_\_\_\_  
Delivery Terms: \_\_\_\_\_

*Lenette Lorena P. Crucido* 9-13-2023  
**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: \_\_\_\_\_