



UNIVERSITY OF THE PHILIPPINES MANILA

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

UNP12124061

REQUEST FOR QUOTATION

UPM Procurement Management Office

Date: SEP. 15 2023
RFQ No.: 1912 - PR#22863
MOP: Small Value Procurement

Please quote your lowest price (including VAT) 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 SEPTEMBER 19, 2023, Cut-off Time 3:00PM.

Note:

1. All entries must be typewritten or in print.
2. Delivery for a maximum period of one (1) calendar day.
3. Price validity shall be for a period of 90 calendar days.
4. PhilGEPS Registration Certificate and valid Mayor's/Business Permit shall be attached upon submission of the quotation.
5. Bidders shall submit original brochures showing certifications of the product being offered.

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.
- Contact information for further details: Ms. Abba Supremo - landline no. 88141-236 / 88141-237

PR 22863

Requester : UPM Ugnayan ng Pahinungod

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	CATERING for 150 pax (Inclusions: with venue, venue styling and catering services) - Five (5) Main Dishes - Dessert - Drinks - Managed Buffet - Event: 30 th Pahinungod Inception Anniversary Celebration - Date Needed: September 29, 2023 - Time Needed: 2:00pm to 6:00pm - Venue : 7 th Floor, Plenary Hall Henry Sy Sr. Building College of Medicine, UP Manila	lot	1			PHP 180,000.00	PHP 180,000.00		
TOTAL							PHP 180,000.00		
TOTAL QUOTED AMOUNT IN WORDS: One Hundred Eighty 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.

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: _____ Tel. No. : _____
Address: _____ Mobile No. : _____
Name of Representative: _____ Email Address: _____
Position: _____ Company T.I.N: _____
Signature: _____ Date: _____