



# UNIVERSITY OF THE PHILIPPINES

## MANILA

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

HRDO12099779

### REQUEST FOR QUOTATION

UPM Procurement Management Office

Date: APR. 28 2023

RFQ No.: 1579 - PR#20763

MOP: Small Value Procurement

Please quote your lowest price 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 2<sup>nd</sup> Floor UPM Main Building, Padre Faura St., Ermita, Manila, not later than MAY 11, 2023, 5:00PM, in the return envelope attached herewith

**Note:**

- All entries must be typewritten or in print.
- Delivery for a maximum period of 30 calendar days. Delivery place: UPM Supply & Property Management Office (SPMO).
- 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.
- Price validity shall be for a period of 90 calendar days.
- PhilGEPS Registration Certificate, Mayor's/Business Permit, and Omnibus Sworn Statement 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:**

- Sealed quotation (along with the required documents) must be submitted to the UPM Procurement Management Office located at 2<sup>nd</sup> 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.

PR No.: 20763

Requester : UPM Human Resource Dev't Office (HRDO)

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	Offices Supplies for Onboarding, "Supply of Training kit on Onboarding Program" (including printing).  *Ballpen *UP lanyard & ID holder *Sticky notes, 4 colors *Alcohol spray *Tote Bag *UP Notebook	lot	150			PHP 800.00	PHP 120,000.00		
TOTAL							PHP 120,000.00		
TOTAL QUOTED AMOUNT IN WORDS: One Hundred Twenty 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 Term: \_\_\_\_\_

MELFRED L. HERNANDEZ, MD  
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: \_\_\_\_\_