



UNIVERSITY OF THE PHILIPPINES MANILA

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

OC12102835

REQUEST FOR QUOTATION UPM Procurement Management Office

Date: APR. 28 2023
RFQ No.: 1578 - PR#21043
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 **MAY 11, 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 minimum period of 30 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, Business/Mayor's Permit, and Omnibus Sworn Statement 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 appropriate.

Others:

PR 21043 Requester: UPM Office of the Chancellor (OC)

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	COPIER MACHINE with ADF: •Printing Type: Black in White •Printing Technology: Laser •Standard Duplex featured •Scanner Type: Flatbed & Automatic Reverse Document Feeder (ARDF) •Print Resolution: 600 x 600 DPI •Print Speed Black 20 PPM •Warm-up Time: 31 seconds •First Output Speed B/W: 8.8 seconds •Continuous output Speed B/W: 20 ppm •Paper input capacity: Standard: 350 sheets; Maximum: 1,350 sheets •Paper Size: A3, A4, AS, A6 •Network: USB •Scanning speed: 200 dpi: Full colour (A4) B/W(A4) •Scanning Resolution: 600 dpi <i>Note: Please refer to the attached specification for complete details</i>	pc	1			PHP 92,000.00	PHP 92,000.00		
TOTAL							PHP 92,000.00		
TOTAL QUOTED AMOUNT IN WORDS: Ninety-Two 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: _____

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: _____
Address: _____
Name of Representative: _____
Position: _____
Signature: _____

Tel. No. : _____
Mobile No. : _____
Email Address: _____
Company T.I.N: _____
Date: _____