



UNIVERSITY OF THE PHILIPPINES MANILA

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

SPMO12098505

REQUEST FOR QUOTATION UPM Procurement Management Office

Date: JUN. 29 2023
RFQ No.: 1688 - PR#20658
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 your **Sealed Formal Quotation** duly signed by your representative to UPM Procurement Management Office located on 2nd Floor UPM Main Building, Joaquin Gonzales Compound, Padre Faura, Ermita, Manila, not later than **11 JULY 2023, 5:00PM**.

Note:

- All entries must be typewritten or in print.
- Delivery for a minimum period of 30 calendar days. Delivery Place: UPM Supply & Property Mgmt. 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 and valid Mayor's /Business Permit shall be attached upon submission of the quotation (if applicable).
- Bidders shall submit original brochures showing certifications of the product being offered.
- Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.

Others:

- Per line item awarding system (NOT per lot).
- Sealed quotation (along with the required documents) must be submitted to the UPM Procurement Management Office. Cut-off Time 5:00PM.
- Please indicate the PhilGEPS Ref. No. and the complete title of the Bid Notice outside the envelope

PR 20658 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	CARTRIDGE, Ink Brother Original TN-451/456/459 : B	pc	3			PHP 3,949.00	PHP 11,847.00		
2	CARTRIDGE, Ink Brother Original TN-451/456/459: C	pc	2			PHP 3,949.00	PHP 7,898.00		
3	CARTRIDGE, Ink Brother Original TN-451/456/459: M	pc	2			PHP 3,949.00	PHP 7,898.00		
4	CARTRIDGE, Ink Brother Original TN-451/456/459: Y	pc	2			PHP 3,949.00	PHP 7,898.00		
5	CARTRIDGE, Toner HP107A W1107A Original	pc	4			PHP 3,850.00	PHP 15,400.00		
6	CARTRIDGE, Toner HP202 CF501A (original) : Cyan	pc	3			PHP 7,683.00	PHP 23,049.00		
7	CARTRIDGE, Toner HP202 CF502A (original) : Yellow	pc	3			PHP 7,683.00	PHP 23,049.00		
8	CARTRIDGE, Toner HP202 CF503A (original) : Magenta	pc	3			PHP 7,683.00	PHP 23,049.00		
TOTAL							PHP 120,088.00		
TOTAL QUOTED AMOUNT IN WORDS: One Hundred Twenty Thousand Eighty-Eight 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
CIO, 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: _____