



# UNIVERSITY OF THE PHILIPPINES MANILA

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

IPPAO12112573

## REQUEST FOR QUOTATION UPM Procurement Management Office

Date: JUL. 14 2023  
RFQ No.: 1743 - PR#21720  
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 JULY 27, 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, valid 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 applicable.

Others: PR 21720 End-user: UPM Information Publication & Public Affairs Office (IPPAO)

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	<b>Color Printer/Copier/Scanner:</b> <b>-can Print &amp; Scan A3</b> - 28 ppm Mono/28 ppm Color Print - 600 x600 dpi; Auto Duplex Print - Up to 50000 Pages Monthly - 300 sheets Input - Color Scanner - 1200 dpi Optical Scan - Wi-Fi Direct - USB - Can print and scan A3.	pc	1			PHP 65,000.00	PHP 65,000.00	Brand: _____ Model : _____	
TOTAL							PHP 65,000.00		
TOTAL QUOTED AMOUNT IN WORDS: Sixty-Five 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

18 JUL 2023

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: \_\_\_\_\_