



UNIVERSITY OF THE PHILIPPINES MANILA

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

OUR12112567

REQUEST FOR QUOTATION UPM Procurement Management Office

Date: JUL 13 2023
RFQ No.: 1740 - PR#21736
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 Quotation duly signed by your representative to UPM Procurement Management Office (PMO) located at P. Faura St., Ermita, Manila, not later than 21 JULY 2023, 5:00PM.

Note:

- All entries must be typewritten or in print.
- Delivery for a minimum period of 10 calendar days. Delivery of the printed programs/invitations/ticket must be 100% delivered on or before 31 July 2023.
- PhilGEPS Registration Certificate, valid Mayor's /Business Permit, and Omnibus Sworn Statement shall be attached upon submission of the quotation.

Others:

- 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 21736

Requester: UPM Office of the University Registrar (OUR)

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	<u>Commencement Program</u> (for the 114th UP Manila Commencement Exercises: (Please see attached specifications)	Pc	1,500			PHP 110.00	PHP 165,000.00		
2	<u>Graduation Invitation with Envelope and Insert</u> (Please see attached specifications).	set	400			PHP 65.00	PHP 26,000.00		
3	<u>Seat Tickets</u> (specifications as persample)	Pc	4,000			PHP 2.50	PHP 10,000.00		
TOTAL							PHP 201,000.00		
TOTAL QUOTED AMOUNT IN WORDS: Two Hundred One 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.

MELFRED L. HERNANDEZ, MD
OIC, Procurement Management Office

14 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: _____