



UNIVERSITY OF THE PHILIPPINES MANILA

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

SPMO12099704

REQUEST FOR QUOTATION UPM Procurement Management Office

Date: JUN. 27 2023
RFQ No.: 1681 - PR#20737
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 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 shall be attached upon submission of the quotation (if applicable).
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 20737

End-user: UPM CASH OFFICE

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	FILE FOLDER: - 2 ring level type; - horizontal arch file - 3" thick side clip, durable	pc	500			PHP 110.00	PHP 55,000.00		
TOTAL							PHP 55,000.00		
TOTAL QUOTED AMOUNT IN WORDS: Fifty-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.

Delivery Terms: _____

MELFRED L. HERNANDEZ MD
OIC, Procurement Management Office

03 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: _____