



UNIVERSITY OF THE PHILIPPINES
MANILA

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

PO1207 1276

REQUEST FOR QUOTATION
UPM Procurement Management Office

Date: SEPTEMBER 12, 2022
PR No.: 17810
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 OFFICE, located on the 2/F UPM Main Building, Joaquin Gonzales Compound, P. Faura St., Ermita, Manila, not later than 19 SEPTEMBER 2022, 4:00 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 maximum 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, Mayor's/Business Permit, and Omnibus Sworn Statement 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 applicable.

Others:

PR17810 End-user: UPM PROCUREMENT MANAGEMENT OFFICE (PMO)

Table with 8 columns: ITEM NO., GENERAL DESCRIPTION, UOM, QTY, Compliance with technical specifications (Pls. check) YES/NO, UNIT PRICE, TOTAL PRICE, QUOTED UNIT PRICE, TOTAL QUOTED PRICE. Includes item details for Multifunction Printer (Color) and a total quoted amount of PHP 92,000.00.

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.

MILADILLA A. SANTIAGO, MPA
DIRECTOR

13 SEP 2022

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above.

Form fields for Name of the Company, Address, Name of Representative, Position, Signature, Tel. No., Mobile No., Email Address, Company T.I.N., and Date.