



UNIVERSITY OF THE PHILIPPINES
MANILA

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

ACCTG12064514

REQUEST FOR QUOTATION
UPM Procurement Management Office

Date: OCT. 05 2022
RFQ No.: 1180 - PR#18192
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 the physical copy of your Sealed Quotation duly signed by your representative to the UPM PROCUREMENT MANAGEMENT OFFICE located on the 2nd Floor UPM Main Building, Padre Faura St., Ermita, Manila, not later than OCTOBER 12, 2022, 4:00PM, in the return envelope attached herewith

Note:

- 1. All entries must be typewritten or in print.
2. Delivery for a maximum period of 30 calendar days. Delivery place: UPM Supply Property Management Office (SPMO).
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:

- Sealed quotation (along with the required documents) must be submitted to the UPM Procurement Management Office located at 2nd Floor UPM Main Building, Padre Faura St., Ermita, Manila
- Please indicate the PhilGEPs Ref. No. and the complete title of the Bid Notice outside the envelope.

PR18192 End-user: ACCOUNTING OFFICE

Table with 9 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 rows for Computer Desktop, Mono Printer, USB Headset, and Web Cam, plus a TOTAL row and a text-based total amount.

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 Period: \_\_\_\_\_

Handwritten signature and stamp: OIC, 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: \_\_\_\_\_ Tel. No.: \_\_\_\_\_
Address: \_\_\_\_\_ Mobile No.: \_\_\_\_\_
Name of Representative: \_\_\_\_\_ Email Address: \_\_\_\_\_
Position: \_\_\_\_\_ Company T.I.N: \_\_\_\_\_
Signature: \_\_\_\_\_ Date: \_\_\_\_\_