



# UNIVERSITY OF THE PHILIPPINES

## MANILA

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

OC12093006

### REQUEST FOR QUOTATION

UPM Procurement Management Office

Date: APRIL 27 2023  
PR No.: 20308  
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 MAY 02, 2023, 5:00 PM. You may send your quotation to Ms. Cecil De Leon via email at mbdeleon6@up.edu.ph.

- Note:
- All entries must be typewritten or in print.
  - Delivery for a maximum period of 15 calendar days. Delivery place: UPM Supply & Property Management Office (SPMO) located at Joaquin Gonzales Compound, Padre Faura St. Ermita, Manila.
  - 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.
  - Price validity shall be for a period of 90 calendar days.
  - PhilGEPS Registration Certificate, Mayor's/Business Permit, and Omnibus Sworn Statement shall be attached upon submission of the quotation (if applicable).
  - Bidders shall submit original brochures showing certifications of the product being offered.
  - Bidders must indicate the BRAND and MODEL NUMBER offered when applicable.

Others:

**PR 20308 End-user: UPM Office of the Chancellor (OC)**

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>Set of Note cards with gift box:</b> <u>-NOTE CARDS:</u> Material: C2S 350 gsm with plastic lamination/Scoring Digital Printing Color: Full Color Printing, with lamination Size : 9 5/8 x 5 3/4" spread size; 5 3/4 x 4 5/8" folded  <u>-ENVELOPE:</u> Material: Velum Baronial Envelope;100gsm Color: White Size : 6 x 5"  <u>-Gift Box (Size) :</u> Size : 6 5/8 x 5 3/8 x 1 1/4" (slightly smaller bec. of smaller envelope size)  <u>-GIFT BOX COVER:</u> Material : Board# 30 covered with Digitally printed paper, with plastic Lamination Color: Full Color Printing, with lamination  <u>-GIFT BOX BASE:</u> Material : Board #30 covered with semi-gloss white paper - no lamination Color: White	set	100			PHP 540.00	PHP 54,000.00		
<b>TOTAL</b>							<b>PHP 54,000.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b> Fifty-Four 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

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: \_\_\_\_\_