



# UNIVERSITY OF THE PHILIPPINES

## MANILA

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

CASH12083250

### REQUEST FOR QUOTATION UPM Procurement Management Office

Date: MAR. 14 2023  
RFQ No.: 1469 - PR#19693  
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 **MARCH 24, 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 30 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:**

**PR19693 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	<b>DATA FOLDER:</b> -made of chipboard, Taglia lock, with lever arch file mechanism and taglia lock -Thickness: 2.5mm min -Dimension: 75mm x 230mm x 380mm min	pc	500			PHP 130.00	PHP 65,000.00		
<b>TOTAL</b>							<b>PHP 65,000.00</b>		
<b>TOTAL QUOTED AMOUNT IN WORDS:</b> Sixty-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: \_\_\_\_\_

FOR *Bicky D. Dalvan*  
**MELFRED L. HERNANDEZ, MD**  
OIC, Procurement Management Office  
*15 Mar 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: \_\_\_\_\_