



UNIVERSITY OF THE PHILIPPINES MANILA

BIDS AND AWARDS COMMITTEE 3

2nd Floor, Joaquin Gonzales Bldg. P.Faura St. cor. Orosa St., Ermita, Manila

Tel: (632) 88141-224

REQUEST FOR QUOTATION

24 January 2024

The University of the Philippines Manila through its Bids and Awards Committee 3 will be undertaking procurement, through **Alternative Mode (Small Value Procurement)** Section 53.9 of 2016 Revised IRR of RA 9184, for the hereunder project:

Name of Contract: Supply of Computer Laptop for OSA (Rebid)

Requesting Unit/Location: Office of Students Affairs

Approved Budget for the Contract: Php 776,979.00

Delivery Term: Thirty (30) calendar days upon acceptance of approved Purchase Order and Notice to Proceed.

Purchase Request No.: 23697

Source of Fund: PR-UPM Funds – 23 – 044

Item No.	GENERAL DESCRIPTION	UOM	QTY	Approved Budget (Unit Price)	TOTAL PRICE
1	Computer Laptop	Pieces	21	Php 36,999.00	Php 776,979.00
Total:					Php 776,979.00

Eligible suppliers of the above enumerated items are invited to submit their best offers on or before **Monday, 29 January 2024 at 11:30 a.m.** Sealed quotations (original and two additional copies) should be physically dropped at the Procurement Management Office, UP Manila located at the 2nd Floor Joaquin Gonzales Compound, (Padre Faura side of UP Manila Campus).

If quotation is to be submitted through courier service, the supplier should clearly instruct the courier rider/delivery personnel that they must submit to the safety protocol and other pertinent guidelines being implemented by the University (e.g. signing logbooks, registration requirement and subject themselves to temperature check, etc).

Quotations will be opened at 1:30 PM, same day via zoom. Participating bidders are invited to witness the opening. Please send the name of the authorized representatives and their email addresses to whom the zoom link will be sent.

Your signed quotations should include the following documents:

1. Valid Mayor's/ Business Permit
2. Valid PhilGEPS Registration
3. Tax Clearance Certificate
4. 2023 Income/ Business Tax Return,
5. Quick Fact Sheet

6. Omnibus Sworn Statement and Secretary's Signing Authority (in case of corporation)
 - Standard and updated GPPB format attached
7. Brochures/pictures

<p>FOR THE BIDS AND AWARDS COMMITTEE 3 University of the Philippines Manila</p>	<p>(ORIGINAL)*</p>
<p>QUOTATION FOR: Name of Project: Name of Supplier: Address and Contact Number</p>	
<p>Do not open before <u>(the date and time of dropping of bids)</u></p>	

- 1st Duplicate Copy and 2nd Duplicate Copy – please indicate in the other two envelopes. The envelopes containing the **Original, 1st duplicate and 2nd duplicate copies** should be placed and sealed in **one mother envelope**.

Additional queries and clarifications should be sent to the BAC3 Secretariat at Procurement Management Office, 2nd Floor Joaquin Gonzales Compound, Padre Faura Street, Manila Tel. No. 8814-1224 or through email address: upm-bac3-secretariat@up.edu.ph at least 2 days before the deadline of dropping of quotations.


PROF. IMELDA G. PEÑA
Chair 