

University of the Philippines Manila
The Health Science Center
BIDS AND AWARDS COMMITTEE 3
1st Floor, Annex 1 College of Public Health Building, Pedro Gil Street, Manila
Telefax # 88141-223

REQUEST FOR QUOTATION
14 December 2021

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 Project: Supply of Architectural License Software

Requesting Unit/Location: Campus Planning Development and Maintenance Office

Approved Budget for the Contract: Php 977,000.00

PR No.: 15573

Source of Fund: Fund 164

Item No.	GENERAL DESCRIPTION	UOM	QTY	Approved Budget (Unit Price)	TOTAL PRICE
1	AUTOCAD License Software	Unit	8	Php 85,000.00	Php 680,000.00
2	Architectural Engineering and Construction Collection Commercial	Unit	2	Php 148,500.00	Php 297,000.00
TOTAL					Php 977,000.00

Eligible suppliers of the above enumerated items are invited to submit their best offers on or before **Monday, 20 December 2021 at 11:30 a.m.** Sealed quotations (original and two additional copies) should be physically dropped at the Office of the Internal Audit, UP Manila located at the 2nd Floor of Annex 2 College of Public Health Building, (Pedro Gil 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 Certificate
3. 2020 Income/ Business Tax Return,
4. Omnibus Sworn Statement and Secretary's Signing Authority (in case of corporation)
5. Brochures/pictures

Quoted prices, **per item**, should be tax-inclusive.

Sealed envelopes containing quotations and the required documents listed above should be labelled as follows:

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

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

Additional queries and clarifications should be sent to the BAC3 Secretariat at Procurement Office, 1st Floor, Annex 1 College of Public Health Building, Pedro Gil Street, Manila Tel. No. 8814-1223 or through email address: upm-bac3-secretariat@up.edu.ph at least 2 days before the deadline of dropping of quotations.



TRISTAN NATHANIEL C. RAMOS, DDM, MPH
Chair