

University of the Philippines Manila  
The Health Science Center  
**BIDS AND AWARDS COMMITTEE 3**  
Padre Faura St. corner Ma. Orosa St., Ermita, Manila  
Telefax # 88141-223

**REQUEST FOR QUOTATION**  
**03 November 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 IT and Office Equipment (2<sup>nd</sup> Rebid)

**Requesting Unit/Location:** University Library

**Approved Budget for the Contract:** Php 715,000.00

**Contract Duration:** 45-60 Calendar Days reckoned from acceptance of an approved Purchase Order and Notice to Proceed

**PR No.:** 13150

**Source of Fund:** PR-Lib-21-03-14

Item No.	GENERAL DESCRIPTION	UOM	QTY	Approved Budget (Unit Price)	TOTAL PRICE
1	Computer Desktop	Set	5	Php 85,000.00	Php 425,000.00
2	Laptop	Set	3	Php 75,000.00	Php 225,000.00
3	Printer (Colored with Ink Tank System, WiFi direct 4 in 1, Print, copy & scan and borderless photo printing)	Pc	1	Php 15,000.00	Php 15,000.00
4	Scanner; Flatbed with ADF, high speed (monochrome & color) duplex scanning document scanner	Unit	1	Php 50,000.00	Php 50,000.00
<b>TOTAL</b>					<b>Php 715,000.00</b>

Eligible suppliers of the above enumerated items are invited to submit their best offers on or before **Monday, 08 November 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 2<sup>nd</sup> 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. 2020s 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)*
<b>QUOTATION FOR:</b> Name of Project: Name of Supplier: Address and Contact Number	
Do not open before ( <u>the date and time of dropping of bids</u> )	

- 1<sup>st</sup> Duplicate Copy and 2<sup>nd</sup> Duplicate Copy – pls indicate in the other two Envelopes. The envelopes containing the Original, 1<sup>st</sup> duplicate and 2<sup>nd</sup> 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, 4<sup>th</sup> Floor, UP Manila Student Dormitory, Pedro Gil Street, Manila Tel. No. 8814-1223 or through email address: [upm-bac3-secretariat@up.edu.ph](mailto:upm-bac3-secretariat@up.edu.ph) at least 2 days before the deadline of dropping of quotations.



(SGD) **TRISTAN NATHANIEL C. RAMOS, DDM, MPH**  
Chair