



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
30 August 2023

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 Architectural License Software (additional for AutoCAD and New Software for Sketch Up Pro)

Requesting Unit/Location: Campus Planning, Development and Maintenance Office

Approved Budget for the Contract: Php 660,000.00

Delivery Term: Seven (7) calendar days upon acceptance of approved Purchase Order and Notice to Proceed

Purchase Request No.: 20752

Source of Fund: PR-RF-23-145

Item No.	GENERAL DESCRIPTION	UOM	QTY	Approved Budget (Unit Price)	TOTAL PRICE
1	AutoCAD License Software (annual subscription)	Unit	6	Php 100,000.00	Php 600,000.00
2	SketchUp Pro License Software	Unit	2	Php 30,000.00	Php 60,000.00
Total:					Php 660,000.00

Eligible suppliers of the above enumerated items are invited to submit their best offers on or before **Monday, 11 September 2023 at 11:30 AM**. 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. 2022 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

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 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.


TRISTAN NATHANIEL C. RAMOS, DDM, MPH
Chair