



# UNIVERSITY OF THE PHILIPPINES

## MANILA

Taft Avenue, Manila, Metro Manila, NCR VAT

Reg. TIN: 000-864-006-00005

### REQUEST FOR QUOTATION

UPM National Institutes of Health

Date July 31, 2025

RFQ No.: NIH-2025-006

MOP Small Value Procurement

Please quote your lowest price on the item/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your Quotation duly signed by your representative at the UP Manila Procurement Management Office, 2F UPM Manila Main Building, Padre Faura St. Manila not later than August 07, 2025. Your quotation can be sent via email to Ms. May S. Gutierrez at [msgutierrez2@up.edu.ph](mailto:msgutierrez2@up.edu.ph). You may contact us at telephone number 0915-1317823.

#### Note:

1. All entries must be typewritten or in print.
2. Delivery a maximum period of 5 working days.
3. Warranty a minimum period of (1) month, from the date acceptance by the procuring entity.
4. Price validity for a minimum period of 45 calendar days.
5. Updated PhilGEPS Registration Certificate & Mayor's/ Business Permit shall be attached upon submission of the quotation.
6. Bidders must indicate the BRAND and MODEL NUMBER offered if applicable.

PR No. NIH-2025-006 End User: UPM- National Institutes of Health

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	Compliance with technical specifications (Pls. check)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
				YES	NO				
	Supply and delivery of Office Supplies								
1	POINTER / CLIKER (see sample attached)	PIECE	1			1,500.00	1,500.00		
2	WIRELESS TELEPHONE (see sample attached)	UNIT	3			3,000.00	3,000.00		
3	PAPER SHREDDER (see sample attached)	UNIT	1			20,000.00	20,000.00		
4	LAMINATING MACHINE (see sample attached)	UNIT	1			3,000.00	3,000.00		
5	HDMI FOR PC	UNIT	5			1,500.00	7,500.00		

	<b>TOTAL</b>	<b>PHP35,000.00</b>	
	<b>TOTAL QUOTED AMOUNT IN WORDS: Thirty Five Thousand Pesos &amp; 0/100</b>		

Delivery Terms: \_\_\_\_\_

Warranty: \_\_\_\_\_

Brand: (if applicable) \_\_\_\_\_

Price Validity: \_\_\_\_\_



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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.

  
**DR. MARISSA M. ALEJANDRIA**

DEPUTY DIRECTOR FOR ADMINISTRATION AND  
FINANCE, UPM-NIH 

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 TIN: \_\_\_\_\_  
Date: \_\_\_\_\_



*J.B.*  
JANE B. GEGONIA  
Administrative Officer V  
National Institutes of Health

POINTER/CLICKER



*J.B.*  
JANE B. GEGONIA  
Administrative Officer V  
National Institutes of Health

WIRELESS PHONE

## LAMINATING MACHINE

### PRODUCT PARAMETER

~~XXXXXXXXXX~~ LAMINATING MACHINE



*J.B.G.*  
**JAYE B. GEGONIA**  
 Administrative Officer V  
 National Institutes of Health

NAME	LAMINATING MACHINE	BRAND	<del>XXXXXXXXXX</del>
WORKING AREA	A3 SIZE	TIME RANGE	0~999 Seconds
TEMPERATURE RANGE	0~220° C	VOLTAGE	220v/50Hz
PACKING WEIGHT	8KG	PACKING MEASUREMENT	58.5*20*30CM

## ~~XXXXXXXXXX~~ HEAVY DUTY LAMINATOR

**A3/A4 SIZE**

