

UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY

UPOU Headquarters, Los Baños, Laguna

Tel. No. (049) 536-6001-06 loc. 210/211

TeleFax No. (049) 536-6001-06 loc. 210; (049) 536-6013

SUPPLY AND PROPERTY MANAGEMENT OFFICE

Date: JULY 28, 2015

REQUEST FOR QUOTATION

Sir/Madam:

Please quote your lowest price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the item/s listed below. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable. Please submit your quotation not later than _____.

Item No.	Quantity	Name and Description	Unit Price	Total Price
1	1	MultiWAN Load Balancing Router		
2	2	5000VA UPS		
3	3	1200VA UPS		
4	1	Network Attached Storage		
5	1	2U Rack Mount Server		
6	1	2U Twin Rack Mount Server		
7	2	USB to Serial Converter Cable		

Very truly yours,

Brand Name : _____

Model : _____

Warranty : _____

(SGD.) PURA SV. AMOLOZA

Chief

TERMS AND CONDITIONS:

1. All entries must be COMPLETE. If an item is not available, type "NA". No entry should be left blank.
2. Any erasures or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.
3. Warranty shall be for a period of one(1) year from date of acceptance by the end user.
4. Payment Terms: Processing and payment shall be made after complete delivery of services/supplies and final acceptance. "NO COD"
5. UPOU reserves the right to reject any or all offers and accept an offer as may be considered most advantageous to the University.
6. Delivery period is within seven (7) calendar days from receipt of Purchase Order.
7. Delivered item(s) may be accepted, rejected, or reserved for acceptance (e.g. item cannot be immediately inspected, needs further testing etc)
8. UPOU may terminate the contract, in whole or in part, at anytime for unsatisfactory service.
9. Price validity must be THIRTY (30) CALENDAR DAYS FROM DEADLINE OF SUBMISSION OF BIDS.
10. Refusal to accept an award may be ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

I have read, understood, agree and bind myself to the Terms & Conditions stated above.

Company Name

Conforme:

Complete Address

Signature over Printed Name of Supplier

Email Address

Position: _____

Tel. No./Mobile No.

Tom B. Cabagay
TOMAS B. CABAGAY, JR.

FAX NUMBER:

Printed Name & Signature of Authorized Canvasser