

Intramuros, Manila

## Date:

Please submit your quotation in a sealed envelope on or before \_\_\_\_\_.

**Telefax No: (02) 528-4592**

[illegible]

Terms of Payment (Subject to deduction of applicable Government Tax): ☐ **Cash** ☐ **Check on Delivery** ☐ **Charge**  
I/We hereby promise to deliver within \_\_\_\_\_ days upon receipt of your Purchase Order (PO) for the above-mentioned articles in accordance to the specifications and prices stated therein.

This is to certify that I personally conducted the canvass and that the data herein are true and correct.

Authorized Person  
(Signature Over Printed Name)

*Name of Company*  
*(As indicated in the Official Receipt)*

---

*Complete Address*

*Canvasser*  
(Signature Over Printed Name)

Tel. No.:                      Date:

## **REMINDERS**

1. PLM is a Government Institution, as such it is mandated to withhold taxes and issue the corresponding BIR certification (BIR Form #2306, 2307). Computations and rates are as follows:

a. For VAT Registered

(PHP10,000.00 and below)

	FINAL VAT	EWT	TOTAL
GOODS	5%	0%	5%
SERVICES	5%	0%	5%

b. For NON-VAT Registered

(PHP10,000.00 and below)

	PERCENTAGE	EWT	TOTAL
GOODS	3%	0%	3%
SERVICES	3%	0%	3%

(Above PHP10,000.00)

	FINAL VAT	EWT	TOTAL
GOODS	5%	1%	6%
SERVICES	5%	2%	7%

(Above PHP10,000.00)

	PERCENTAGE	EWT	TOTAL
GOODS	3%	1%	4%
SERVICES	3%	2%	5%

2. For transactions with a total value of more than PHP 5,000.00, payment is made thru checks. Checks issued by PLM are as good as cash and are always funded. Term such as 3-day clearing upon receipt of check is applicable only to private individuals and enterprises. In certain cases, PLM may accept a check on delivery term (COD) provided that the supplier is willing to issue a Sales Invoice which will be the basis of PLM in the preparation of voucher and check.
3. If upon evaluation, your quotation is declared as the lowest complying quotation, PLM shall issue a Purchase Order (PO) signed by the University President. At the very least, a representative with formal authorization from the owner or manager of your company may receive the PO on behalf of the company.
4. The name of the company that you are going to state in this RPQ must be the one and the same name appearing in the Official Receipt that the company will issue. This name will be used in the preparation of PO and check.