PAMANTASAN NG LUNGSOD NG MAYNILA

(University of the City of Manila) Intramuros, Manila

REQUEST FOR PRICE QUOTATION (RPQ)

				Date:		
Sir/Ma	adam:					
·	REMIN We n tageous	IDERS at nay pure s to the	your lowest price/prices on the articles listed below t the back. chase from you all of the articles if your quotations a government. it your quotation in a sealed envelope on or before		-	
				Very tr	uly yours,	
				Chief, I	ALBERT S. DE Procurement ((No: (02) 528	Office
ITEM	QTY	UNIT	DESCRIPTION OF ARTICLES	APPROVE	D UNIT	TOTAL
				BUDGET	PRICE	AMOUNT
			Purchase of consumable parts of Develop Ineo+Co	opier		
			Imaging Unit IU212			
1	1	Unit	Cyan	39,500.00		
2	1	Unit	Magenta	39,500.00		
3	1	Unit	Yellow	39,500.00		
4	1	Unit	Black	15,000.00		
5	1	Unit	Transfer Belt Kit	18,000.00		
				G	RAND TOTAL	151,500.00
I/We l	nereby	promise	ubject to deduction of applicable Government Tax): e to deliver within days upon receipt of accordance to the specifications and prices stated the	your Purchase C	-	☐ Charge the above-
condu	cted th	e canva	I personally ss and that the and correct.		rized Person ver Printed Na	me)
				Name (As indicated ir	of Company the Official Re	eceipt)
	Ca	ınvasser	<u> </u>	Compl	ete Address	
(Sig	nature (Over Prin	nted Name)	•		
			Τe	l. 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

b. For NON-VAT Registered

(PHP10.000.00 and below)

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

(PHP10,000.00 and below)

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	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.