### PAMANTASAN NG LUNGSOD NG MAYNILA

(University of the City of Manila)
Intramuros, Manila

## **REQUEST FOR PRICE QUOTATION (RPQ)**

|        |                     |  |  | Date               | :             |                 |
|--------|---------------------|--|--|--------------------|---------------|-----------------|
| Sir/Ma | dam:                |  |  |                    |               |                 |
| ·      | REMIN<br>We mageous | IDERS at t<br>nay purch<br>s to the go | our lowest price/prices on the articles listed belothe back. hase from you all of the articles if your quotation overnment. your quotation in a sealed envelope on or before |                    | -             |                 |
|        |                     |  |  | ALB<br>Chie        | •             |                 |
| ITEM   | QTY                 | UNIT                                   | DESCRIPTION OF ARTICLES  | APPROVED<br>BUDGET | UNIT<br>PRICE | TOTAL<br>AMOUNT |
| Purcha |                     | Materials                              | for the Maintenance & Safekeeping of Electrical I  | Facilities at UAC  |               |                 |
| 1      | 580                 | pieces                                 | 4" CHB   | 11,600.00          |               |                 |
| 2      | 60                  | bags                                   | 40kg Portland Cement   | 17,700.00          |               |                 |
| 3      | 80                  | bags                                   | Sand (bistay)  | 5,600.00           |               |                 |
| 4      | 2                   | cu.m.                                  | Gravel ¾" Ø  | 3,000.00           |               |                 |
| 5      | 55                  | pieces                                 | 10mm Ø Deformed Bar  | 7,150.00           |               |                 |
| 6      | 5                   | kilos                                  | No. 16 G.I. Tie Wire   | 375.00             |               |                 |
| 7      | 3                   | units                                  | Sliding Glass Window on Analok Frame (1.10mts.<br>Ht x 1.20mts)  | 18,000.00          |               |                 |
| 8      | 1                   | unit                                   | Flush-type Door (0.80 x 2.10mts) on Double Face<br>Marine Plywood with 2" x 5" Wood Jamb   | 4,000.00           |               |                 |
| 9      | 2                   | pairs                                  | 3-½" x 3-½" Quality Loose Pin Hinges   | 280.00             |               |                 |
| 10     | 1                   | piece                                  | Door Knob Heavy Duty   | 500.00             |               |                 |
| 11     | 1                   | kilo                                   | Welding Rod  | 90.00              |               |                 |
| 12     | 18                  | pieces                                 | 2.0mm thick 2" x 4" C Purlins  | 12,960.00          |               |                 |
| 13     | 4                   | pieces                                 | 0.60mm x 4mts. Rib-type Rooting  | 11,360.00          |               |                 |
| 14     | 5                   | pieces                                 | 24" x 8' Pre Painted End Flashing  | 4,515.00           |               |                 |
| 15     | 2                   | pieces                                 | 24" x 8' Pre Painted Gutter  | 1,806.00           |               |                 |
| 16     | 4                   | pieces                                 | 2" Ø PVC Pipe Downspout  | 1,160.00           |               |                 |
|        |                     |  | oject to deduction of applicable Government Tax): to deliver within days upon receipt of   |                    |               |                 |

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# **REQUEST FOR PRICE QUOTATION (RPQ)**

| Sir/Madam:  Kindly quote your lowest price/prices on the articles listed below for immediate delivery. Please be guided by the REMINDERS at the back.  We may purchase from you all of the articles if your quotations are considered just, reasonable and more advantageous to the government.  Please submit your quotation in a sealed envelope on or before  Very truly yours, (Sgd.)  Alberts. DELA CRUZ  Chief, Procurement Office  Telefax No: (02) 528-4592    TEM   QTV   UNIT   DESCRIPTION OF ARTICLES   APPROVED   UNIT   TOTAL BUDGET   PRICE   AMOUNT  |                 |                          |   |   | Date:                                |                             |        |
|--|-----------------|--------------------------|---|---|--------------------------------------|-----------------------------|--------|
| by the REMINDERS at the back.  We may purchase from you all of the articles if your quotations are considered just, reasonable and more advantageous to the government.  Please submit your quotation in a sealed envelope on or before  Very truly yours, (Sgd.)  ALBERT S. DELA CRUZ  Chief, Procurement Office Telefax No: (02) 528-4592  ITEM QTV UNIT DESCRIPTION OF ARTICLES PAPPROVED UNIT AMOUNT  Purchase of Materials for the Maintenance & Safekeeping of Electrical Facilities at UAC  17 2 pieces 2" -45" Elbow 120.00   18 4 pieces 2" -90" Elbow 120.00   19 1 can Solvent Cement 200cc 170.00   19 1 can Solvent Cement 200cc 170.00   10 1 box Blind Rivers 3/16" x %" 390.00   11 150 pieces 1" x "'x thick Marine Plywood 6,000.00   12 1 150 pieces 1" x 2" x 10" Good Lumber 5,425.00   12 2 1 10 pieces 1" x 2" x 10" Good Lumber 5,425.00   12 2 2 10 pieces 2" x 2" x 10" Good Lumber 5,425.00   12 2 3 8 pieces 1" x 2" x 10" Good Lumber 5,425.00   12 5 2 kilos 3" CWN 170.00   12 6 2 kilos 3" CWN 170.00   12 7 1 kilo 1" FN 85.00   12 8 1 gallon Paint Thinner 360.00   13 9 1 pieces Concealed Hinges (inside) 720.00   13 1 8 pieces 10" x 2" x 10" Good Lumber 1,800.00   13 1 8 pieces 10" x 2" x 10" Good Lumber 2,200.00   14 pieces 10" x 2" x 10" Good Lumber 2,200.00   15 pieces 10" x 2" x 10" Good Lumber 2,200.00   16 pieces 10" x 2" x 10" Good Lumber 2,200.00   17 10 1 kilo 1" FN 85.00   18 1 8 pieces 10" x 2" x 10" Good Lumber 2,200.00   18 2 3 3 gallons 1 characteck (quality) 540.00   19 4 pieces 10" x 2" x 10" x 1 | Sir/Ma          | adam:                    |   |   |                                      |                             |        |
| Term   QTY   UNIT   DESCRIPTION OF ARTICLES   APPROVED   UNIT   DESCRIPTION OF ARTICLES   APPROVED   UNIT   DESCRIPTION OF ARTICLES   APPROVED   UNIT   TOTAL   BUDGET   PRICE   AMOUNT  | •               | REMIN<br>We m<br>tageous | IDERS at the good to the good | he back.<br>lase from you all of the articles if your quotations are<br>overnment.              |                                      | -                           |        |
| Note   |                 |                          |   |   | (Sgo<br>ALBERT S.<br>Chief, Prod     | d.)<br>DELA CRU<br>curement | Office |
| Purchase of Materials for the Maintenance & Safekeeping of Electrical Facilities at UAC   17   | ITEM            | QTY                      | UNIT  | DESCRIPTION OF ARTICLES   |                                      |                             |        |
| 17   | Durch           |                          | Astorials   | for the Maintenance & Safekeening of Electrical Eacil   |                                      | PRICE                       | AMOUNI |
| 18   |                 |                          |   | ·   |                                      |                             | 1      |
| 19   |                 |                          | -   |   |                                      |                             |        |
| 20   |                 |                          | •   |   |                                      |                             |        |
| 21   |                 |                          |   |   |                                      |                             |        |
| 22   10   pieces   %" thick Marine Plywood   6,000.00  |                 |                          |   |   | +                                    |                             |        |
| 23   |                 |                          | -   |   |                                      |                             |        |
| 24   25    pieces   2" x 2" x 10' Good Lumber   5,425.00   |                 |                          | •   |   |                                      |                             |        |
| 26   2   kilos   2" CWN  | 24              |                          | -   |   |                                      |                             |        |
| 27   | 25              |                          | •   | 3" CWN  |                                      |                             |        |
| 28     1     gallon     Paint Thinner     360.00       29     4     pieces     Drawer Lock (quality)     540.00       30     16     pieces     Concealed Hinges (inside)     720.00       31     8     pieces     Door Handle     360.00       32     3     gallons     Flatwall Enamel     1,800.00       33     2     gallons     Chlorinated Rubberized Paint Gray     2,700.00       34     4     gallons     QDE White     2,800.00       Terms of Payment (Subject to deduction of applicable Government Tax):   | 26              | 2                        | kilos   | 2" CWN  | 170.00                               |                             |        |
| 29 4 pieces Drawer Lock (quality) 540.00  30 16 pieces Concealed Hinges (inside) 720.00  31 8 pieces Door Handle 360.00  32 3 gallons Flatwall Enamel 1,800.00  33 2 gallons Chlorinated Rubberized Paint Gray 2,700.00  34 4 gallons QDE White 2,800.00  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 abovementioned articles in accordance to the specifications and prices stated therein.  This is to certify that I personally Conducted the canvass and that the Gignature Over Printed Name (Signature Over Printed Name)  Dennis L. Lim  Canvasser Complete Address   | 27              | 1                        | kilo  | 1" FN   | 85.00                                |                             |        |
| 30 16 pieces Concealed Hinges (inside) 720.00  31 8 pieces Door Handle 360.00  32 3 gallons Flatwall Enamel 1,800.00  33 2 gallons Chlorinated Rubberized Paint Gray 2,700.00  34 4 gallons QDE White 2,800.00  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 Authorized Person (Signature Over Printed Name)  data herein are true and correct.  Name of Company (As indicated in the Official Receipt)  Dennis L. Lim  Canvasser Complete Address  | 28              | 1                        | gallon  | Paint Thinner   | 360.00                               |                             |        |
| 31   8   pieces   Door Handle   360.00   | 29              | 4                        | pieces  | Drawer Lock (quality)   | 540.00                               |                             |        |
| 32 3 gallons Flatwall Enamel 1,800.00 33 2 gallons Chlorinated Rubberized Paint Gray 2,700.00 34 4 gallons QDE White 2,800.00 5 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.    Name of Company (As indicated in the Official Receipt)   |                 | 16                       | pieces  |   | 720.00                               |                             |        |
| 33   2   gallons   Chlorinated Rubberized Paint Gray   2,700.00     34   4   gallons   QDE White   2,800.00     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   Authorized Person  |                 | 8                        |   |   |                                      |                             |        |
| 34   4   gallons   QDE White   2,800.00    Terms of Payment (Subject to deduction of applicable Government Tax):   |                 |                          |   |   |                                      |                             |        |
| Terms of Payment (Subject to deduction of applicable Government Tax):     Cash   Check on Delivery   Charge  |                 |                          |   | ·   |                                      |                             |        |
| conducted the canvass and that the data herein are true and correct.    Name of Company (As indicated in the Official Receipt)   | Terms<br>I/We I | of Payr<br>nereby        | ment (Sub   | oject to deduction of applicable Government Tax):  otin deliver within days upon receipt of you | Cash □ Check on<br>our Purchase Orde | _                           | •      |
| Canvasser   (As indicated in the Official Receipt)   | condu           | cted th                  | e canvass   | and that the  |                                      |                             | me)    |
| Canvasser Complete Address   |                 |                          |   |   |                                      |                             |        |
| ·  |                 |                          |   | <u></u>   |                                      |                             |        |
|  | /c:             |                          |   | od Nama)  | Complete                             | Address                     |        |

Tel. No.: \_\_\_\_\_ Date: \_\_\_\_

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Intramuros, Manila

# **REQUEST FOR PRICE QUOTATION (RPQ)**

|                              |   |   |   | Date                                       | e:                            |                          |                |
|------------------------------|---|---|---|--|-------------------------------|--------------------------|----------------|
| Sir/Ma                       | adam:                                   |   |   |  |                               |                          |                |
| ·                            | REMIN<br>We n                           | IDERS at t<br>nay purch<br>s to the go              | our lowest price/prices on the articles listed below<br>the back.<br>hase from you all of the articles if your quotations<br>overnment.<br>your quotation in a sealed envelope on or before _ | are considere  Ver  ALB  Chie              | y truly you (Sgd.) SERT S. DE | asonable and urs,        |                |
| ITEM                         | QTY                                     | UNIT  | DESCRIPTION OF ARTICLES   | APPROVED<br>BUDGET                         | UNIT<br>PRICE                 | TOTAL<br>AMOUNT          |                |
| Purcha                       | ase of N                                | <br>Materials                                       | for the Maintenance & Safekeeping of Electrical Fa  |  |                               | AIVIOUIVI                |                |
| 35                           | 4                                       | gallons   | Flat Latex  | 2,400.00                                   | •                             |                          |                |
| 36                           | 6                                       | gallons   | Semi-Gloss Latex  | 3,900.00                                   |                               |                          |                |
| 37                           | 1                                       | gallons   | Red Oxide Paint   | 450.00                                     |                               |                          |                |
| 38                           | 1                                       | gallons   | Concrete Nuetralizer  | 450.00                                     |                               |                          |                |
| 39                           | 3                                       | liters  | Acrycolor Raw Sienna  | 315.00                                     |                               |                          |                |
| 40                           | 4                                       | pieces  | Roller Brush 9"   | 380.00                                     |                               |                          |                |
| 41                           | 2                                       | pieces  | Baby Roller (cloth)   | 120.00                                     |                               |                          |                |
| 42                           | 3                                       | pieces  | Paint Brush 3"  | 255.00                                     |                               |                          |                |
| 43                           | 2                                       | pieces  | Paint Brush 2"  | 100.00                                     |                               |                          |                |
| 44                           | 2                                       | pieces  | Estopa Round Small  | 120.00                                     |                               |                          |                |
| 45                           | 4                                       | pieces  | C.O. 2 gang in-plate Flush-type   | 640.00                                     |                               |                          |                |
| 46                           | 1                                       | pieces  | Aircon Tandem outlet in-plate Flush-type  | 150.00                                     |                               |                          |                |
| 47                           | 2                                       | pieces  | Ceiling Receptacle 4 - ¼"   | 80.00                                      |                               |                          |                |
| 48                           | 1                                       | pieces  | 1-way Switch in-plate 2 gang  | 150.00                                     |                               |                          |                |
| 49<br>50                     | 10<br>2                                 | pieces<br>sets                                      | PVC Pipe ½" Ø Oranges  LED Fluorescent Type T8 1.2m CT 600K 1,800hrs.   | 850.00<br>2,860.00                         |                               |                          |                |
|                              |   |   | AC 230V, 18W with Housing   |  |                               |                          |                |
| 51                           | 2                                       | pieces  | Junction Box PVC Oranges Surface-type w/ Screw  | 60.00                                      |                               |                          |                |
| 52                           | 6                                       | pieces  | Utility Box PVC 2 x 4 with Screw  Total Amount, PhP   | 180.00                                     |                               |                          |                |
|                              |   |   | PR# 05-235 PDSPO  | 147,181.00                                 |                               |                          |                |
| I/We I mention This is condu | nereby<br>oned ar<br>to cert<br>cted th | promise<br>ticles in a<br>ify that I p<br>e canvass | oject to deduction of applicable Government Tax): [ to deliver within days upon receipt of accordance to the specifications and prices stated th bersonally and that the ad correct.          | your Purchas<br>erein.<br>Aut<br>(Signatur | e Order (<br>horized P        | PO) for the al           | harge<br>bove- |
|                              |   |   |   |  | me of Con<br>ed in the Of     | npany<br>ficial Receipt) |                |

Dennis L. Lim\_

Canvasser (Signature Over Printed Name)

Tel. No.: \_\_\_\_\_\_ Date: \_\_\_\_\_

Complete Address

## **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)

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

### (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.