

AMANTASAN NG LUNGSOD NG MAYNILA*(University of the City of Manila)*

Intramuros, Manila

REQUEST FOR PRICE QUOTATION (RPQ)

Date: _____

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.)

ALBERT S. DELA CRUZ*Chief, Procurement Office***Telefax No: (02) 528-4592**

ITEM	QTY	UNIT	DESCRIPTION OF ARTICLES	APPROVED BUDGET	UNIT PRICE	TOTAL AMOUNT
			Purchase of Materials for the Renovation of UGC Office			
			I. FLOOR FINISH			
1	395	Pc.	Ceramic Floor Tile (verify color/ design) 400mm x 400mm x 7.9mm	25,675.00		
2	15	Bag	Tile Adhesive, 25kg/ bag	4,050.00		
3	4	Bag	Tile Grout, 2kg/ bag	360.00		
			Sub-total	30,085.00		
			II. WOOD PARTITION			
4	30	Pc.	¼" thick x 12" x 27-1/4" Clear Glass	9,000.00		
5	25	Pc.	¼" thick Ordinary Plywood	11,750.00		
6	45	Pc.	2" x 3" x 10' S4S KD Lumber	19,125.00		
7	45	Pc.	2" x 2" x 12' S4S KD Lumber	15,300.00		
8	60	Pc.	1" x 1" x 10' S4S KD Lumber	4,200.00		
9	3	Kilo	3" FN	270.00		
10	2	Kilo	2" FN	170.00		
11	1	Kilo	1" FN	85.00		
12	1	Kilo	1-1/2" FN	85.00		
			Sub-total	59,985.00		

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 conducted the canvass and that the data herein are true and correct.

Dennis L. Lim*Canvasser**(Signature Over Printed Name)*

Authorized Person
(Signature Over Printed Name)

Name of Company
(As indicated in the Official Receipt)

Complete Address

Tel. No.: _____ Date: _____

PAMANTASAN NG LUNGSOD NG MAYNILA

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ALBERT S. DELA CRUZ

Chief, Procurement Office

Telefax No: (02) 528-4592

ITEM	QTY	UNIT	DESCRIPTION OF ARTICLES	APPROVED BUDGET	UNIT PRICE	TOTAL AMOUNT
13	12	Gal.	III. PAINTING WORKS Flat wall Enamel, White	7,800.00		
14	4	Gal.	Flat Latex	2,400.00		
15	8	Gal.	QDE white	5,600.00		
16	4	Gal.	Semi-gloss Latex	2,400.00		
17	2	Gal.	Paint Thinner	720.00		
18	2	Ltr.	Acry-color, peach	340.00		
19	3	Ltr.	Tinting Color, peach	360.00		
20	5	Pc.	Baby Roller Rug	425.00		
21	5	Pc.	Paint Roller, 8"	475.00		
22	3	Pc.	Paint Roller, 3"	210.00		
23	2	Pc.	Paint Roller, 2"	120.00		
24	1	Kilo	Estopa Round, Small	60.00		
			Sub-total	20,910.00		
25	1	Set	IV. ELECTRICAL WORKS Lighting/ Appliance Panel Board, Plug-in type in Nema-1 Standard Metal Enclosure with Main: 100A, 3Pole, 240V, Plug-in type 8 Branches: 4=20A, 2 Pole, plug-in type 4=30A, 2 Pole, Plug-in type	9,540.00		

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Dennis L. Lim

Canvasser

(Signature Over Printed Name)

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ALBERT S. DELA CRUZ

Chief, Procurement Office

Telefax No: (02) 528-4592

ITEM	QTY	UNIT	DESCRIPTION OF ARTICLES	APPROVED BUDGET	UNIT PRICE	TOTAL AMOUNT
26	1	Unit	Electrical Circuit Breaker, 100A, 3 Pole, 240V in Nema-1 Standard Metal Enclosure	3,450.00		
27	1	Box	Electrical Wire, 3.5mm ² THHN, Stranded (150meters/ roll)	3,234.00		
28	75	Mtr.	Electrical Wire, 30mm ² THHN, Stranded	15,150.00		
29	3	Pc.	Split Bolt Connector for 50mm ²	1,563.00		
30	6	Set	LED Fluorescent Lamp, T8-16W, 1.2m (single) with housing	8,700.00		
31	15	Pc.	PVC Pipe 1- ½" x 10	2,610.00		
32	5	Pc.	PVC Elbow 90° 1-½"	245.00		
33	50	Pc.	PVC Moulding ¾"	2,600.00		
34	8	Pc.	Utility Box, 2 x 2 x 4 white, PVC	208.00		
35	8	Set	Convenience Outlet, 2-gang with plate & Cover (Flush-type)	1,280.00		
36	3	Roll	Rubber Tape (Electrical)	255.00		
37	3	Roll	Electrical Tape, big	120.00		
			Sub-total	48,955.00		
			TOTAL PRICE	159,935.00		
			PR 06-276 PDSP0	GRAND TOTAL		

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Complete Address

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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.