

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

Intramuros, Manila

REQUEST FOR PROPOSAL

Date: _____

RFP No.: _____

Company Name: _____**Address:** _____**Business Permit No.:** _____**TIN:** _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the back portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.

Open quotations may be submitted, manually or through facsimile or email at the address and contact number indicated below.

(Sgd.)**ALBERT S. DELA CRUZ***Chief, Procurement Office*

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

the items as follows:

Item Description	Qty.	Unit of Issue	Approved Budget for the Contract (ABC)	OFFER				Remarks
				Price		Compliance with Technical Specifications (please check)		
				Unit Price	Total Price	Yes	No	
Purchase of Academic Gowns for the following University Officials								
Specifications: 1. Material for the robe and hood is Katrina 2. The panel and chevron on the robe is velvet 3. The discipline color on the hood and beret are velvet 4. The lining of the hood is satin 5. The tassel of the cap is made of gold bullion.								
Board Members	3	set	36,000.00					
University President	1	set	12,000.00					
University and Board Secretary	1	set	12,000.00					
Total			60,000.00					

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

Payment Terms: _____

Delivery Period: _____

(Signature over Printed Name)**Tel. No.:** _____**Mobile No.:** _____**E-Mail:** _____**NOLI C. DISCAYA, JR.***Canvasser*

Mobile No.: 0925-5100700

Email Add.: ncd_unyo@yahoo.com

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subject to deduction of applicable Government Tax. 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%

(Above PHP10,000.00)

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

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)

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

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of the Contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within _____ working days from the receipt of the approved Purchase Order (PO).
9. PLM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to the one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. PLM shall rescind the contract once the cumulated amount of liquidated damages reached ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.