



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

**REQUEST FOR PROPOSAL**

Date: \_\_\_\_\_  
RFP No.: \_\_\_\_\_

**Name of the Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Business Permit No.:** \_\_\_\_\_  
**TIN No.:** \_\_\_\_\_

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.

\_\_\_\_\_  
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:

Item Description		QTY	Approved Budget for the Contract (ABC)	OFFER					
				Price			Compliance with Technical Specifications (please check)		Remarks
							Yes	No	
1 <sup>st</sup> Quarter Office Supplies 2015									
1	Void Sticker for Inventory Tagging 1" x3" with gap sensing (1,680pcs/roll)	20 roll	90,200.00						
2	Card Printer Ribbon YMCKOi-200 (1 adhesive roller, 200 pcs.)	40 roll	126,000.00						
3	Specialty Paper size: 8.5 x 11 inch, ivory pale, 80 gsm, 10's	116 pack	1,461.60						
4	Parchment Paper, 10.5" x 7.5", off white, at least 90 gsm	1,016 piece	1,219.20						
5	Certificate Holder, short	700 pcs.	20,839.00						
6	Cleaning Swab Kit for P420i cleaning card kit, 25/s per pack	2 packs	3,885.00						
7	Scannable sheets, 3.5 x 8, as per sample	5,000 pcs.	10,000.00						
8	Scannable sheets, 8.5 x 12, as per sample	5,000 pcs.	17,350.00						

Item Description		QTY	Approved Budget for the Contract (ABC)	OFFER					
				Price			Compliance with Technical Specifications (please check)		Remarks
1 <sup>st</sup> Quarter Office Supplies 2015				QTY	Unit Price	Total Price	Yes	No	
9	Sign Here Sticker, 5 colors, 5 pads/sheet. 20 sheets/pack	7 pack	545.72						
10	Long Cleaning Card for Zebra P430i Zebra, PN 105912-707	20 pcs.	3,780.00						
11	Security Paper for Transcript of Records (8.5" x 13") as per sample	10,000 sheet	22,600.00						
	<b>Total Amount, PhP</b>		<b>297,880.52</b>						
	<b>PR# 01-22-01 PSO</b>		<b>GRAND TOTAL, PHP</b>						

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)*

Landline: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

# 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.