



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

**REQUEST FOR PROPOSAL**

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

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**TIN:** \_\_\_\_\_

**Business Permit 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.

Sgd.

**CHRISTOPHER E. BANDOJO**

*Supply Officer IV, Procurement Section*

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.	Unit of Issue	Approved Budget for the Contract (ABC)	OFFER				
				Price (Inclusive of Tax)		Compliance with Technical Specifications (please check)		Remarks
				Unit Price	Total Price	Yes	No	
<b>Printing of Letterhead, Letter Envelope, Memo Pad &amp; Calling Card</b>	<b>1</b>	<b>lot</b>						
<b>Letterhead</b> Material: Special linen paper, ambassador laid, light cream, at least 90gsm Size: A4 Printing: 4 colors, one side printing (4/0), with dry embossing	17	reams	29,036.00					
<b>Letter Envelope</b> (500pcs./box) Material: Special linen paper, ambassador laid, light cream, at least 90gsm Size: 9-1/2" x 4-1/8" (folded) Printing: 4 colors, one side printing (4/0), with dry embossing Others: Die cut glueing	17	box	68,000.00					
<b>Memo Pad</b> (100 pcs./pad) Material: Bookpaper 60 Size: 5-1/2" x 8-1/2" Size: 9-1/2" x 4-1/8" (folded) Printing: 4 colors, one side printing (4/0), with dry embossing	33	pad	22,704.00					

**Gen. Luna cor. Muralla Sts., Intramuros, Manila**  
**Telefax No. (02)5284592 \*[procurement@plm.edu.ph](mailto:procurement@plm.edu.ph)**

<b>Calling Card</b> (100pcs./box) Material: Specialty board, at least 220gsm, ambassador laid, white, Printing: 4 colors, one side printing (4/0), with dry embossing	31	box	37,200.00					
<b>Total</b>			<b>156,940.00</b>					

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:** \_\_\_\_\_

Sgd.

**NOLI C. DISCAYA, JR.**

*Canvasser*

**Mobile No.:** 0917-5794712 (globe), 0919-3286421 (smart)

**Email Add.:** [ncdiscaya@plm.edu.ph](mailto:ncdiscaya@plm.edu.ph)

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**Telefax No. (02)5284592** [\*\*\\*procurement@plm.edu.ph\*\*](mailto:*procurement@plm.edu.ph)