



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

**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_  
RFP No.: 071718-284

**Name of the Company:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Business Permit No.:** \_\_\_\_\_  
**TIN No.:** \_\_\_\_\_  
**Philgeps Cert. 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.)  
ATTY. MAY ANGELI M. ESTOLAS  
Acting 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
			QTY	Unit Price	Total Price	Yes	No	
<b>1 Lot Purchase of Janitorial Supplies C.Y. 2018</b>								
1 Deodorant Cake	150 dozen	9,600.00						
2 Floor Wax (Red) (4 gals per 1 pail)	16 pail	56,112.00						
3 Steel Wool	50 reams	5,800.00						
4 Chlorine-based Cleaner (Bleaching Compound)	100 gallon	18,000.00						
5 Scrubbing Pad (Black 16")	70 pcs	21,000.00						
6 Toilet Rubber Pump (Big)	35 pcs	10,500.00						
7 Spatula	5 dozen	1,265.00						
8 Carpet Shampoo (ordinary)	5 gallon	6,270.00						
9 Polishing Pad (round, white 16")	50 pcs	15,000.00						
10 Hand Brush (small)	72 pcs	1,296.00						
11 Emulsion Wax (White)	50 gallon	12,600.00						
12 Household Rubber Gloves	20 pairs	4,800.00						

Item Description		QTY	Approved Budget for the Contract (ABC)	OFFER					
				Price			Compliance with Technical Specifications (please check)		Remarks
QTY	Unit Price	Total Price	Yes	No					
1 Lot Purchase of Janitorial Supplies C.Y. 2018									
13	Doormat	50 dozen	18,000.00						
14	Toilet Bowl Cleaner	50 gallon	20,000.00						
	Total Amount, PhP		200,243.00						
	PR# 06-20-03 PFMO		GRAND TOTAL, PHP						

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)

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

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

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

**Dennis L. Lim**

Canvasser

# 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.