



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

REQUEST FOR QUOTATION

Date: _____
RFP No.: 012418-031

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 (Inclusive of Tax)			Compliance with Technical Specifications (please check)		Remarks
				QTY	Unit Price	Total Price	Yes	No	
Purchase of Furniture and Fixtures Needed in the ITHM Laboratory									
1	Work Counter (Bar Set-Up) Made from plyboard and heat resistant tiles work tops; with sink H: 39" - 41"; L: 88" - 95"; W: 21" - 25"	2 pcs	60,000.00						
2	Single Bed with Mattress (for Mock-Up Hotel) Single Size Bed, Mattress and Head Board Bed Frame Made from Wood Dark Mahogany H: 22"; L: 74"; W: 36" Mattress made from polyurethane, foam with cover Size appropriate to bed frame Head Board made from plyboard Dark Mahogany	2 sets	60,000.00						
3	Night Table (for mock-up hotel) Made from hardwood Dark Mahogany; 2 Drawers H: 25"; L: 20"; W: 20"	1 unit	3,500.00						

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				QTY	Unit Price	Total Price	Yes	No	
Purchase of Furniture and Fixtures Needed in the ITHM Laboratory									
4	Console Table (for mock-up hotel) Made from hardwood Dark Mahogany; Rectangular; 2 Tier H: 29"; L: 55"; W:24"	1 unit	5,000.00						
5	Lampshade (for mock-up hotel) Metal, White or Silver Minimum Size at least 23" Light Bulb	1 unit	2,000.00						
6	Small Desk with Writing Table (for mock-up hotel) Folding Writing Desk Particle Board and Steel; Black L: 31 - 35"; W: 21 - 25"; H: 30 - 35"	1 unit	7,000.00						
7	Accent Chair (for mock-up hotel) Metal Frame Sleek and Stylist; Black L: 21" - 25"; W: 18" - 20"; H: 17" - 20"	1 unit	8,000.00						
8	Hotel Front Office Counter (for mock-up hotel) Plyboard with Drawers; Two Layers Wood Laminated Finnish Dark Mahogany Dimension: L: 70" - 75"; W: 20" -25"; H: 39" - 41"	1 unit	20,000.00						
9	Decorative Cabinet (for mock-up hotel) Made from Oven Dry Mahogany Wood; Dark Mahogany; with Drawers and Lock; 3 Tiers L: 58" - 70"; W: 20" - 25"; H: 30" - 35"	1 unit	30,000.00						
10	Lampshade (for mock-up hotel lobby) Metal; White or Silver Minimum Size at least 23" Light Bulb	1 unit	5,000.00						
11	Decorative Table (for travel counter) Hotel Lobby Flower Stand Decorative Table ; Made from Metal and Glass ; Stylist W: 39" - 47"; H: 29" - 35"	1 unit	20,000.00						
12	Decorative Cabinet (for travel couter) Made from wood Decorative and Stylish Dark mahogany Two - Three Drawers H: 50" - 55"; L : 60" - 65"; W: 15" - 20"	1 unit	10,000.00						
13	Accent Chair (for travel couter) Metal Frame; Sleek and Stylist; Black L: 21" - 25"; W: 18" - 20"; H: 17" - 20"	2 units	16,000.00						

Item Description		QTY	Approved Budget for the Contract (ABC)	OFFER					
				Price (Inclusive of Tax)			Compliance with Technical Specifications (please check)		Remarks
				QTY	Unit Price	Total Price	Yes	No	
Purchase of Furniture and Fixtures Needed in the ITHM Laboratory									
14	Demonstration Table (for Kitchen Lab) Made from Stainless Steel Two-Tier L: 45" - 50"; W: 35" - 45"; H: 30" - 35"	1 unit	40,000.00						
15	Cabinet and Drawers Made from Steel; 3 Tier Lateral Filing Cabinet Black or Gray W: 18" - 20"; H : 40" - 45"; D: 24" - 30"	3 pcs	30,000.00						
	Total Amount, PhP		316,500.00						
	PR# 12-07-04 CBGM-ITHM		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)

Dennis L. Lim

(Canvasser)

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.