



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

REQUEST FOR QUOTATION

Date: _____
RFP No.: 101118-377

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.

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					Remarks
			Price			Compliance with Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
1 Lot Food Provision for the Participants During the Faculty Development Seminar Workshop of the College of Medicine on November 7 and 8, 2018								
<u>Day 1 – November 7, 2018</u>								
AM Snacks								
1 Cheezy Ensaymada with Coffee	59 pax	5,900.00						
Lunch								
2 Lechon Kawali with Achara, Laing sa Gata, Boneless Bangus Steak and Steamed Rice	59 pax	23,600.00						
PM Snacks								
3 .Sotanghon con canton, Cheese Puto, with Iced Tea	59 pax	5,900.00						
<u>Day 2 – November 8, 2018</u>								
AM Snacks								
4 Cheese Pemiento with Coffee	59 pax	5,900.00						
Lunch								
5 Chicken Terriyaki (boneless	59 pax	23,600.00						

	chicken), Fish Dory with Chili Garlic Sauce, Chopsuey and Steamed Rice								
	PM Snacks								
6	Baked Macaroni, Pesto Cheese Sticks with Iced Tea.	59 pax	5,900.00						
	Inclusive: Buffet-set up with flower centerpiece, complete dining wares, flowers for tables, cover for seat, dessert, iced tea, purified water, and service of uniformed waiters.								
	Total Amount, PHP		70,800.00						
	Terms of Payment								
	Delivery Period:								

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

(Signature over Printed Name)

Landline: _____
Mobile No.: _____
E-Mail: _____

LORENZO S. DE VERA
Canvasser

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
- 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)

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)

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

	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.