



Republic of the Philippines
 Department of Health
SAN LAZARO HOSPITAL
 Manila, Philippines



REQUEST FOR QUOTATION

Date : December 17, 2018

Sir/Madam:

Please give your quotation at Government prices on the following articles/materials urgently needed to be purchased by this hospital.

QTY.	UNIT	DESCRIPTION OF ARTICLES	UNIT COST
110	Units	Toner for Laserjet Monochrome Printer (1600 pages yield) Canon MF 244dw CF283A	
3	units	Toner for Laserjet Monochrome Printer (30,000 pages yield) HP LJ 9040 C8543X	
		VAT Inclusive :	

Important:

- 1 This is an emergency purchase and all items/materials listed must be delivered within seven (7) working days after the receipt of the approved **PURCHASE ORDER**.
- 2 A winning dealer who fails to make delivery of the items being purchased within specified date, whether in whole or in part, **SHALL BE CONSIDERED A DEFAULTING BIDDER** and shall therefore be subject to **OPEN MARKET** of the items/materials **NOT DELIVERED** and the **DIFFERENCE IN PRICE** to be charged against said defaulting bidder.
- 3 The Government reserves the right to reject any or all bids or quotations, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the canvass.

Name of Company _____

Address: _____

Telephone # _____

Authorized Representative: _____

Note: Kindly Fax the Quotation at **711-6973**

FM-HOPSS-PROC-004
 Date Effective : October 26, 2018

DOMINICK M. DIAZ, MGM
 Head, Procurement Department

MHELET S. BEÑALES
 Canvasser