



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



**REQUEST FOR QUOTATION  
PETTY CASH**

Date | September 2, 2019

Sir/Madam:

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

Item#	QTY.	UNIT	DESCRIPTION OF ARTICLES	Unit Cost	Total ABC
1	1	case	Viral Transport Media, sterile, plastic, 16x100mm conical tube filled w/ 3ml viral transport medium w/ 1flexible minitip size swab molded breakpoint at 100mm, 50s/box	74,197.50	74,197.50
			<b>Requiromants: (3sets of sealed Enveloped)</b>		
			1 Philgeps Platinum Cert (w/ CTC w/ name and signature)		
			2 SEC/DTI Registration (w/ CTC w/ name and signature)		
			3 Income tax return (w/ CTC w/ name and signature)		
			4 Mayor's Permit (w/ CTC w/ name and signature)		
			5 Omnibus Sworn Statement (notarized)		
			<b>VAT Inclusive :</b>		

**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 your Quotation at 711-6973

FM-HOPSS-PROC-004

Date Effective , October 26, 2018, Rev. 0

  
**DOMINICK M. DIAZ** MGM  
Supervising Administrative Officer  
Head Procurement Department

  
**MMELET S. BEÑALES**  
Canvasser