



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



REQUEST FOR QUOTATION

Date: September 4, 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	Unit	Scanner	35,000.00	35,000.00
			Automatic Document Feeder		
			Requirements:		
			1. Philgeps Certificate of Registration and Membership (CTC)		
			2. Mayor's Permit (CTC)		
			3. Registration Certificate (SEC/DTI) (CTC)		
			4. Tax Clearance (CTC)		
			Note: All documents must be a Certified True Copy (CTC) with signature over printed name		
			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 your Quotation at 711-6973


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


MHELET S. BENALES
Canvasser