



REQUEST FOR QUOTATION
ALTERNATIVE METHOD OF PROCUREMENT

DATE: _____

Sir/Madam:

Please give your quotation at Government price on the following articles/materials urgently needed to be purchased.

ITEM	QTY	UNIT	DESCRIPTION OF ARTICLES	UNIT COST	TOTAL COST	PRICE OFFER
1	100	pc	Packaging Tape, 1 inch X 100 meters, transparent, adhesive	180.00	18,000.00	
2	3	pc	Glass White Board 120cmX180cm, installation included	6,500.00	19,500.00	
3	2	unit	Industrial Fan, 30" heavy duty with remote control with built-in thermal fuse	8,000.00	16,000.00	
			REQUIREMENTS: (3 SETS IN SEALED ENVELOP EACH)		53,500.00	
			1. PhilGeps Certificate /Membership (certified true copy)			
			2. Registration Certificate (SEC/DTI) (certified true copy)			
			3. MAYOR'S / BUSINESS PERMIT (certified true copy)			
			4. INCOME BUSINESS TAX RETURN (certified true copy)			
			5. OMNIBUS SWORN STATEMENT			
			6. DATE OF SUBMISSION			
			ON Nov 5, 2019 at 10:00 am. AT PROCUREMENT DEPT.			
			VAT Inclusive :			

Important:

- 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.
- 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 subjected to OPEN MARKET of the items/materials NOT DELIVERED and the DIFFERENCE IN PRICE to be charged against said defaulting bidder.
- 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: _____

DOMINICK M. DIAZ, MGM
Head, Procurement Department

FREDERICK L. VILLAS
Canvasser

Note: Kindly Fax the Quotation at 711-6973

FM-HOPSS-PROC-003

Date Effective : September 9, 2019, Rev. 2