



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



**REQUEST FOR QUOTATION
ALTERNATIVE METHOD OF PROCUREMENT**

Sir/Madam:

Date: October 30, 2019

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	44	bot	Printer Ink, continuous black ink only	250.00	11,000.00		
2	36	bot	Printer Ink, continuous yellow ink only	280.00	10,080.00		
3	36	bot	Printer Ink, continuous cyan ink only	280.00	10,080.00		
4	36	bot	Printer Ink, continuous magenta ink only	280.00	10,080.00		
5	303	ream	Bond Paper, A4 pink	400.00	121,200.00		
6	93	ream	Bond Paper, A4 blue	400.00	37,200.00		
7	300	ream	Bond Paper, A4 green	400.00	120,000.00		
8	113	ream	Bond Paper, A4 light orange/peach	400.00	45,200.00		
9	103	ream	Bond paper, A4 yellow	400.00	41,200.00		
				Total:	406,040.00		
			REQUIREMENTS: IN THREE (3) SEPARATE SEALED ENVELOPE				
			1. PRICE QUOTATION				
			2. PHILGEPS Certificate (CERTIFIED TRUE COPY with NAME and SIGNATURE)				
			3. Mayors Permit (CERTIFIED TRUE COPY with NAME and SIGNATURE)				
			4. SEC/DTI Registration (CERTIFIED TRUE COPY with NAME and SIGNATURE)				
			5. Business/Income Tax Return (CERTIFIED TRUE COPY with NAME and SIGNATURE)				
			6. NOTARIZED Omnibus Sworn Statement				
			SUBMISSION: November 6, 2019, 10am at Procurement Department				
			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: _____

DOMINICK M. DIAZ, MGM
Head, Procurement Department

Address: _____

Telephone #: _____

JILLSHARON E. JIMENEZ
Canvasser

Authorized Representative: _____

Note: Kindly send us your quotation with Requirements in Hard Copy

FM-HOPSS-PROC-003

Date Effective : September 9, 2019, Rev. 2