



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	30	box	Envelope document with NRL logo, white; 10.25 x 14 inches, white; velum #120 GSM, 500 pcs/bx	5,000.00	150,000.00	
2	120	pc	Envelope mailing with NRL logo, 9.5 x 4.125 inches, white; book 60, 500 pcs/bx	3,250.00	390,000.00	
					540,000.00	
			REQUIREMENTS: (3 SETS IN SEALED ENVELOP EACH)			
			1. PhilGeps Certificate (Platinum) (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 Dec. 26, 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 thr canvass.

Name of Company: _____

Address: _____

Telephone #: _____

Authorized Representative: _____

Note: Kindly Fax the Quotation at 711-6973

DOMINICK M. DIAZ, MGM

Head, Procurement Department

FREDERICK D. VILLAS

Canvasser