



**REQUEST FOR QUOTATION**

Date: December 26, 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	150	pcs	Dot Matrix Printer Ribbon LQ-310 SO15639 / SO15834	400.00	60,000.00
2	20	boxes	Brother Toner Cartridge TN-2130	2,000.00	40,000.00
3	20	boxes	Hp Laserjet Toner 85A	3,500.00	70,000.00
4	2	boxes	Brother Drum MFC-7840N DR-2125	1,500.00	3,000.00
5	10	bottle	Ink Epson (c664 Cyan)	300.00	3,000.00
6	10	bottle	Ink Epson (c664 Magenta)	300.00	3,000.00
7	10	bottle	Ink Epson (c664 Yellow)	300.00	3,000.00
8	10	bottle	Ink Epson (c664 Black)	300.00	3,000.00
9	10	bottle	Brother Ink BT6000bk	500.00	5,000.00
10	10	bottle	Brother Ink BT5000C	500.00	5,000.00
11	10	bottle	Brother Ink BT5000M	500.00	5,000.00
12	10	bottle	Brother Ink BT5000Y	500.00	5,000.00
					<b>TOTAL: 205,000.00</b>
<b>Requirements: (3 sets of sealed Enveloped)</b>					
1. Philgeps Platinum Cert. or Red (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)					
Deadline of submission on January 6, 2020 @ 10:00AM on Procurement Department					
<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

**MHELET S. BENALES**  
Canvasser