



**REQUEST FOR QUOTATION  
ALTERNATIVE METHOD OF PROCUREMENT**

DATE: April 1, 2020

Sir/Madam:

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

ITEM #	QTY.	UNIT	ITEMS DESCRIPTION	ABC		SUPPLIER'S PRICE OFFER	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	230	pcs	Printer Ink- HP laser MFP137 fnw 107A, black toner cartridge	3,500.00	805,000.00		
				<b>Total=</b>	<b>805,000.00</b>		
			1. Philgeps Platinum Cert. or Red				
			2. SEC/DTI Registration				
			3. Income tax return				
			4. Mayor's Permit				
			5. Omnibus Sworn Statement				
			All Requirements must have Stamp of Certified Truecopy with your name and Signature				
			Deadline of submission on April , 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 subjected 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: \_\_\_\_\_



**DOMINICK M. DIAZ, MGM**  
Head, Procurement Department



**Mhelet S. Benales**  
Canvasser

Note: For verification please contact us at 8711-6973 loc. 138