



**REQUEST FOR QUOTATION
ALTERNATIVE METHOD OF PROCUREMENT**

DATE: March 31, 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	20	pc	Ink (Black for Epson L220)	300.00	6,000.00		
2	9	pc	Ink (Cyan for Epson L220)	500.00	4,500.00		
3	9	pc	Ink (yellow for Epson L220)	500.00	4,500.00		
4	9	pc	Ink (Magenta for Epson L220)	500.00	4,500.00		
				Total=	19,500.00		
			1. Philgeps Platinum Cert. or Red				
			2. SEC/DTI Registration				
			3. Income tax return				
			4. Mayor's Permit				
			All Requirements must have Stamp of Certified Truecopy with your name and Signature				
			Deadline of submission on April 8, 2020 @ 10:00AM on Procurement Department				
			VAT Inclusive :				

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. Beñales
Mhelet S. Beñales
Canvasser

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