



**REQUEST FOR QUOTATION  
ALTERNATIVE METHOD OF PROCUREMENT**

**Sir/Madam:**

**Date:**

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	50	box	Surgical Tape (micropore), 1/2 inch diameter, 24 rolls/box	540.00	27,000.00	
			REQUIREMENTS: 3 sets Individual sealed Quotation. (per Envelope contains Price Quotation with Documentary Requirements)			
			1. PhilGEPS Certificate (CERTIFIED TRUE COPY with NAME and SIGNATURE)			
			2. Mayors Permit (CERTIFIED TRUE COPY with NAME and SIGNATURE)			
			3. SEC/DTI Registration (CERTIFIED TRUE COPY with NAME and SIGNATURE)			
			4. Business/Income Tax Return (CERTIFIED TRUE COPY with NAME and SIGNATURE)			
			5. NOTARIZED Omnibus Sworn Statement			
			SUBMISSION: May 5, 2020, 10am at 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

**JILLSHARON E. JIMENEZ**  
Canvasser

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

**FM-HOPSS-PROC-003**

Date Effective : September 9, 2019, Rev. 2