



**REQUEST FOR QUOTATION  
ALTERNATIVE METHOD OF PROCUREMENT**

Sir/Madam:

DATE: May 21, 2020

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	3	License	MS-Office 2016 (or Equivalent) Software and License	17,000.00	51,000.00		
			1. MS-office version: 2016 or equivalent				
			2. One-time purchase/Lifetime License to 1 device/computer (at least)				
			3. MS-Office software including Word, Excel and Powerpoint (at least)				
			4. OS Compatibility: Windows 7, 8, 8.1 and 10 or higher				
			5. Installer for 32-bit and 64-bit OS				
			6. Installer DVD/CD with license number included				
			7. Microsoft Support good for 60 days (at least)				
			Requirements: (3 sets in 3 separate sealed Envelopes)				
			1. Philgeps Platinum Cert. or Red				
			2. SEC/DIT 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 May 28, 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

**Mabel S. Befiales**  
Canvasser

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