



**REQUEST FOR QUOTATION
ALTERNATIVE METHOD OF PROCUREMENT**

DATE: August 25, 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	5	PCS	JUNIOR HIGH BACK CHAIR Color Black, Standard design, swivelling chair	4,000.00	20,000.00		
			REQUIREMENTS: THREE (3) SETS IN THREE (3) SEPARATE SEALED ENVELOP				
			1. Price Quotation				
			2. PHITGEPS Certificate (CERTIFIED TRUE COPY with NAME, DESIGNATION and SIGNATURE)				
			3. Mayors Permit (CERTIFIED TRUE COPY with NAME, DESIGNATION and SIGNATURE)				
			4. SEC/DTI Registration (CERTIFIED TRUE COPY with NAME, DESIGNATION and SIGNATURE)				
			5. Business/Income Tax Return (CERTIFIED TRUE COPY with NAME, DESIGNATION and SIGNATURE)				
			6. Omnibus Sworn Statement - NOTARIZED				
			7. CGMP (Certificate of Good Manufacturing Practice) If applicable.				
			8. CPR (Certificate of Product Registration) If applicable.				
			SUBMISSION: September 2, 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


NESTLE MARIE R. TAGLE
Cavasser

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