



Republic of the Philippines
Department of Health
SAN LAZARO HOSPITAL
Manila, Philippines



REQUEST FOR QUOTATION
ALTERNATIVE METHOD OF PROCUREMENT

DATE: _____

Sir/Madam:

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	5	pk	Envelope document with NRL logo, white; 10.25 x 14 inches, white; velum #120 GSH, 500 pcs/bx	7,000.00	35,000.00	
2	18	pk	Envelope mailing with NRL logo, 9.5 x 4.125 inches, white; book 60, 500 pcs/bx	3,250.00	58,500.00	
					93,500.00	
			REQUIREMENTS: (4 SETS IN 4 ENVELOPE EACH)			
			1. PhilGeps Certificate (Platinum) (certified true copy)			
			2. Registration Certificate (SEC/DTI) (certified true copy)			
			3. MAYOR'S / BUSINESS PERMIT (certified true copy)			
			4. INCOME BUSINESS TAX RETURN (certified true copy)			
			5. OMNIBUS SWORN STATEMENT (NOTARIZED)			
			6. CPR (IF APPLICABLE)			
			7. CGMP (IF APPLICABLE)			
			8. DATE OF SUBMISSION ON Oct. 8, 2020 at 10:00 am AT PROCUREMENT DEPT.			
			NOTE: CTC INDICATING COMPANY NAME, NAME OF REPRESENTATIVE,			
			DESIGNATION & SIGNATURE			
			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: _____

Note: Kindly Fax the Quotation at 711-6973

DOMINICK M. DIAZ, MGM
Head, Procurement Department

FREDERICO VILLAS
Canvasser

FM-HOPSS-PROC-003

Date Effective : September 9, 2019, Rev. 2