



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



**REQUEST FOR QUOTATION
ALTERNATIVE METHOD OF PROCUREMENT**

/Madam:

DATE: December 22, 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	20,000.00	60,000.00		
			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)				
				Total = 60,000.00			
			Requirements: (3 sets in 3 separate sealed Enveloped)				
			1. Philgeps Platinum Cert. or Reg				
			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 Procurement Department @ 10:00AM on				
			VAT Inclusive :				

Important:

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.

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.

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. Befiales
Canvasser

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

HOPSS-PROC-003

Effective : February 21, 2020 Rev. 3