



Republic of the Philippines
DEPARTMENT OF HEALTH
Regional Office XI
Southern Philippines Medical Center
J.P. Laurel Avenue, Davao City
Tel. No. 227-2731; Fax No. 221-7029



Request for Quotation

Company Name : _____ Date : September 2, 2016
Address : _____ Quotation No. 2016-08-0376
TIN Number : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions of the Bids & Awards Committee stating the shortest time of delivery & submit your quotation duly signed by your representative not later than Saturday, 10 September 2016 in the return envelope attached herewith:

Terms & Conditions:

1. As a government agency, SPMC shall deal only with legitimate supplier/contractor which issue BIR-registered O.R.s;
2. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable;
3. All quotations shall be firm and valid for a period at least thirty (30) days from the date of receipt of quotation;
4. SPMC reserves the right to post-qualify any supplier and/or to reject any or all submitted quotations;
5. P.O./Contract shall be awarded to the lowest evaluated responsive bid, delivered items are subject to inspection, with payment processing to commence only after acceptance by the Property Section; and
6. Warranty shall be for a six (6) months for supplies & materials, one (1) year for equipment from date of acceptance by the procuring entity.

Romeo G. Pandapatan
Procurement Officer

Additional Requirements for Submission:

Business Permit / Mayor's Permit

DTI / SEC Certificate

Bureau of Internal Revenue (BIR) Registration

Tax Clearance per E.O. 398 series of 2005 as finally revised and approved by the BIR.

PhilGEPS Registration Certificate

License to Operate (for Medical, Laboratory, Drugs & Medicines only)

Certificate of Product Registration (for Medical, Laboratory, Drugs & Medicines only)

Sworn & duly notarized statement that the prospective Bidder/Supplier has not been "Blacklisted" to participate in bidding by any Government Agency, Local Government, Unit, or Government Owned or Controlled Corporation.

Item No.	Unit	Item Description	ABC Amount	Quantity	Unit Price	Remarks
1	pcs	Folder Short 14 pts. Brown outside white inside Made: Japan	75,000.00	25,000		
2	reams	Mimeographing paper, subs. 18 size 8 1/2 x 11	360,000.00	3,000		
Office/Section: Material Management Section						

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Signature Over Printed Name

Telephone / Cellphone Nos.

Date