



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 : \_\_\_\_\_

Address : \_\_\_\_\_

TIN Number : \_\_\_\_\_

Date : September 2, 2016

Quotation No. 2016-08-036 *John*

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

D T I / S E C 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	lot	Venue: Two (2) Day Training-Workshop in Enhancing Psychiatric Carers'Capacity for Integrated Treatment of Substance Use with Psychiatric Disorders on 1st Batch-September 14-15, 2016-Fifty (50) participants x 2 days 2nd Batch-October 5-6, 2016 -Fifty (50) participants x 2 days (2 medium AM & PM snacks, lunch and dinner)  Inclusion on Package: 1. Function Room that can accommodate fifty (50) participants with complete amenities, good and functional sound system, free projector screen, white board & markers. 2. Free-of-charge (Energy Fee) for the use of laptops, projectors 3. Free-flowing coffee,tea,milo with sugar and cream 4. Assisted buffet for meals and plated light snacks with cold drinks/ juice.  Office/Section: Psychiatry -Administrative	220,000.00 220,000.00	50 50		

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