



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
PURCHASING OFFICE
Taft Avenue, Manila

PHIC-Accredited Health Care Provider
ISO 9001 Certified

REQUEST FOR QUOTATION / PROPOSAL

Date: 30 August 2023
Purchase Request No.: PUR23-08-0738- Property and Supply Division
Mode of Procurement: Negotiated Procurement – Small Value of Procurement

Please quote at your government price inclusive of VAT for the item/s listed below. It will be appreciated if you can submit your quotation duly signed by your representative at the **Purchasing Office, 2nd Floor Right Service Wing, Central Block Building**, Philippine General Hospital, Taft Avenue, Manila, not later than **3:00 PM, 06 September 2023**, or send electronically at **pgh-purchasing@up.edu.ph**.

General Conditions:

- All entries must be typewritten or in print.
- Delivery Period: **Seven (7)** calendar days.
- Warranty shall be for a minimum period of six (6) months for supplies and materials, one (1) year for equipment from the date of acceptance by the procuring entity.
- Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
- Price validity shall be for a period of 90 calendar days from the date of opening of quotation/proposal.
- Documentary requirements should be attached upon submission of the quotation / proposal.
☒ Valid Business / Mayor's Permit ☒ PhilGEPS Registration Number/Certificate
☐ Latest Business / Income Tax Return ☐ Notarized Omnibus Sworn Statement
- Supplier is required to submit single bid / offer only for each item. Two or more bids / offer is automatically disqualified.
- Others:
 - Sample of actual product must be submitted as may be required.
 - Original, not refilled/re-manufactured

For further information, you may call at (02) 8554-8400 local 3021 and look for Mr. Armando Mijares.

THELMA C. BERNARDO

Acting Head, Purchasing Office

End-User PUR23-08-0738- Property and Supply Division

Item No.	Item Description	Qty	UOM	Unit Price (PHP)	Quoted Unit Price	Statement of Compliance		Remarks (Brand and specifications)
						Yes	No	
1	Toner for HP Laser MFP 135A Printer • HP 107A • Color : Black	6	cart	4,000.00				
2	Toner Cartridge for Brother DCP-L2540DW • TN -2380 • Color : Black	6	cart	3,500.00				
3	Toner Cartridge for HP Laser Jet Pro M15w • HP 48A • Color : Black	2	cart	3,500.00				
Approved Budget for the Contract				52,000.00				
Total Amount of Quotation (in Words & in Figures)								

I/We, the undersigned Supplier, hereby OFFER to supply/deliver/perform the above described items.

Name of Company: _____

Name of Representative: _____

Position / Designation: _____

Signature _____



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TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
3. Quotations exceeding the Approved Budget for the Contract shall be rejected.
4. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your authorized representative/s.
6. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
7. The UPM-PGH shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
8. The UPM-PGH shall assume no responsibility whatsoever to compensate or indemnify any supplier for expenses incurred in the preparation of Quotations/Proposals.
9. In case of two or more bidders are determined and declared as Lowest Calculated and Responsive Quotation, the UPM-PGH shall adopt and employ "draw lots" as the tie-breaking method to finally determine the winning provider in accordance with GPPB Circular 06-2005.
10. If the AWARDEE fails to effect delivery with the prescribed period, the UPM-PGH may upon its discretion, extend delivery period of subject, however, to the imposition of appropriate liquidated damages, the amount of which shall be at least equal to one-tenth of one percent (0.01%) of the cost of the unperformed portion for every day of delay, collectible from any money due or maybe due to the supplier/contractor. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the UPM-PGH may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it. If the AWARDEE, however, fails to effect completed delivery within the extended period, the UPM-PGH shall have the right to cancel said contract and shall constitute a ground for disqualification of the AWARDEE from future biddings, without prejudice to the imposition of other sanctions provided for under 2016 Revised IRR.
11. The UPM-PGH reserves the rights to reject any or all bids or not award the contract, to waive any formality or defect therein and to accept any or all offers that may be considered most advantageous to the Government.
12. Compliance with Republic Act (R.A.) 9184 and other applicable laws.

UNDERTAKING

I/We undertake, if our quotation/proposal is accepted, to deliver the items in accordance with the General /Terms and Conditions contained in the Request for Quotation/Proposal.

Name of Company: _____
Address: _____
Name of Representative: _____
Position / Designation: _____

Signature _____

Office Tel. No.: _____
Fax / Mobile No.: _____
e-Mail Address: _____
Date: _____

TERMS AND CONDITIONS : INK & TONERS

- 1 Indicate the brand and packing of the product/s offered
- 2 Prospective bidders are required to provide at least two(2) samples per item in its original packing. All Samples should be properly labelled (indicate name of bidder, item number and brand) and submitted to the *PURCHASING UNIT 3 DAYS* before opening of bids.
- 3 Submit notarized certificate from the manufacturer and/or authorized distributor that the supplier is an authorized reseller/dealer of the offered product.
- 4 Submit notarized certificate from the principal/manufacturer on the authenticity of the offered item/product
- 5 Deliveries shall have at least one (1) year expiration date.
- 6 Delivery of the goods is required as stated in the request of the end-user, commencing on the 3rd working day of notification through confirmed fax/email that the approved Call-off/Notice to Supplier (NTS) is already available for pick-up
- 7 Delivery schedule: Staggered delivery within three (3) months-50% of the total quantity within seven (7) calendar days and 25% each for the succeeding months. Note: The end-user has the right to adjust the quantity to be delivered depending on the actual need of the hospital.
- 8 All price quotation must include all taxes and duties imposed by the Government on the supplies offered and any additional which maybe made during the effectivity of the contract shall be the sole responsibility of supplier concerned.
- 9 It is understood that the winning bidder is legally responsible to deliver all issued CALL-OFF/s (Purchase Order) and failure to deliver the first Call-Off as scheduled shall mean automatic cancellation of the Call-Off and Notice to Execute Framework Agreement (NEFA). Purchase from other source for whatever means shall be effected immediately to provide the requirements of the hospital. Penalty to the defaulting contractor shall ne charged accordingly.
- 10 Failure to comply with the submission of the required documents shall be ground for post-disqualification in accordance with RA 9184.
- 11 Compliance with R.A. 9184 and other applicable laws.

Prepared by:

[Signature]
LIRIO D. SANTIAGO

Administrative Officer III

Noted and Approved by:

[Signature]
MARIA BERNADETTE P. DIAZ, MMFA

Chief, Property and Supply Division *17 MAY 2023*