

PURCHASE REQUEST
UP Manila - Philippine General Hospital

Tobias

PR 17-07-0946

2017
2:15 PM

Department: **Pediatrics** PR No.: _____ Date: _____
 Section: **Chairman's Office** SAI No.: _____ Date: _____
 Date: **11-Apr-17** ALOBS No.: _____ Date: _____

Item No.	Unit	Item Description	Qty.	Unit Cost	Total Cost
	pc	Digital Copier with with Network printing, color Scanning and Network fax	1	57,000.00	57,000.00
		Copy and print speed of 35 copies per minute, A4			
		Original size from A6 up to legal			
		Standard Memory capacity: 512 MB, must be upgradeable to a maximum of 1536MB memory			
		Maintenance kit: 100,000 copies			
		Standard Toner Capacity: up to 12,000 copies at 5% density A4 size			
		BuiltIn Duplex unit			
		USB Memory Printing and Sanning			
		Fax Modem Speed			
Terms and Conditions					
1. One (1) year warranty for accessories.					
2. Two (2) years Preventive Maintenance with spare parts replacement, FREE OF CHARGE up to 100,000 coopies/print/scan/fax					
3. Provide service/back up unit whenever the machine requires prolonged repair service.					
4. Free installation of machine and operation training of personnel.					
Note: Replacement of the old machine which is already malfunctioning. The o'd machine was acquired on July 20, 2011					
					57,000.00

PHIL. GENERAL HOSPITAL
PURCHASING OFFICE
JUL 06 2017
APR 20 2017

PHIL. GENERAL HOSPITAL
RECEIVED
APR 21 2017
Budget Office

PHIL. GENERAL HOSPITAL
PURCHASING OFFICE
JUL 18 2017

Purpose: *For the use of the entire department.*

Requested by: JULIET C. 610-AGUILAR, M.D. Chairman, Dept. of Pediatrics	Date	Certified Funds Available 7.031	Date
		RUBY ALLADO Chief, Budget Division	7/5/17
Recommended by: MARIA ANTONIA E. HABANA., M.D. Deputy Director for Health Operations	Date APR 20 2017	Approved MARGARITA LAT-LUNA, MD. Deputy Director for Fiscal Services	Date

MODE OF PROCUREMENT
 Small Value
 (included in the PPMP/SPPMP)
 Dean **MONET M. LOQUIAS, RPh, MHPed, PhD**
 Chair, Bids and Awards Committee 1

9. The SUPPLIER guarantees the availability of the stocks as well as the prompt delivery of the needed supplies to U.P. Manila - PGH.
10. That the terms of this Agreement shall be for **120 days from opening of bids.**

NON-COMPLIANCE WITH ANY OF THE ABOVE REQUIREMENTS SHALL BE SUFFICIENT GROUND FOR DISQUALIFICATION OF A BIDDER.

U.P. MANILA-PGH RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE ANY FORMALITY OR DEFECT THEREIN AND TO ACCEPT ANY OR ALL OFFERS THAT MAY BE CONSIDERED MOST ADVANTAGEOUS TO U.P. MANILA.

IMPORTANT: TOTAL AMOUNT OF QUOTATION: P _____.

Very truly yours,

Chief, Purchasing Office

PHILIPPINE GENERAL HOSPITAL

The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila

Sir:

I/We agree to bind myself/ourselves to the terms and conditions specified above and to the all rules and regulations of the government and the U.P. Manila - PGH regarding purchase of supplies, materials and equipment.

Name of Company and Address:

Signature:

Printed Name:

Position:

delivery of the needed supplies to U.P. Manila - PGH.

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IMPORTANT: TOTAL AMOUNT OF QUOTATION: P _____.

Very truly yours,

Lolita Go Alvarez
LOLITA GOALVAREZ
Chief, Purchasing Office

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