



**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*

Date: **March 18, 2021**  
Reqn. No.: **PUR21-03-0231**

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\_\_\_\_\_  
\_\_\_\_\_

Gentlemen:

**RE: Request for OPEN PROPOSAL**

This office is in the market for the following items:

<u>Item No.</u>	<u>Qty.-Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>QUOTATIONS</u>	
				<u>(In Figures)</u>	<u>(In Words)</u> (All Taxes Included)
<b><u>PUR21-03-0231- OETS</u></b>					
1	15 piece	<b>Plywood, Tangile, Marine, 3 Ply</b> Size: 1/4" x 4' x 8'	P 546.00	_____	_____
2	20 piece	<b>KD Lumber, TANGILE</b> Size: 2" x 2" x 12'	P 360.00	_____	_____
3	22 piece	<b>KD Lumber, TANGILE</b> Size: 2" x 3" x 12'	P 540.00	_____	_____
4	10 piece	<b>KD Lumber, TANGILE</b> Size: 2" x 4" x 12'	P 300.00	_____	_____
5	1 set	<b>DOOR &amp; JAMB set,</b> Flush, KD, Tangile with Side Door Size: 0.30 Side, 0.80 Main	P 8,000.00	_____	_____
6	2 set	<b>DOOR &amp; JAMB set,</b> Flush, KD, Tangile Size: 0.90 x 2.10	P 6,500.00	_____	_____
<b>APPROVED BUDGET FOR THE CONTRACT:</b>			<b><u>P 51,270.00</u></b>		

Purpose: *For ORL-OPD use*

**TERMS AND CONDITIONS:**

- Indicate brand/model and country of origin
- Indicate warranty and delivery period.
- Provide Technical Specification/ Brochure/ User/ Instructional Manual./ Catalogue/ Sample (if applicable/needed)
- Supplier is required to submit single bid/offer for each item. Two or more bids/offer is automatically disqualified.**
- The following Documentary Requirements as per GPPB Resolution No. 21-2107 shall be submitted in 2 sets and stamped with "**CERTIFIED TRUE COPY**":
  - Mayor's / Business Permit
  - PhilGEPS Registration Certificate
  - Income / Business Tax Return
  - Notarized Omnibus Sworn Statement
- Compliance with R.A. 9184 and other applicable laws.

Please quote us your government price/s for the above and state the earliest time within which you can deliver.

It will be appreciated if you can submit your quotation in the PURCHASING OFFICE, PGH not later than **3:00 PM on 25 MARCH 2021** at which time said quotations will be opened or send

pgh-purchasing@up.edu.ph.

**OTHER TERMS AND CONDITIONS:**

The Awardee/Supplier shall get the Purchase Order (P.O.)/Work Order (W.O.)/Job Order (J.O.) from U.P. Manila-PGH within three (3) working days from notification through confirmed fax/telephone call that the P.O./W.O./J.O. is ready for pick up by the Supplier. Despite the failure of the Supplier to pick up the corresponding P.O./W.O./J.O. Within the given period from notification, it shall be valid to impose the penalty for failure to deliver the Items within the

within the agreed delivery period to be counted from the expiration of the period given to pick up the corresponding P O / W O / J O . It shall be also a valid reason for the cancellation of the orders and the award will go to the 2<sup>nd</sup> lowest bidder or cause purchase of the item in the open market, the difference to price, if any, shall be chargeable against the defaulting SUPPLIER and other sanctions imposed as provided by Republic Act No 9184 and other applicable laws

It is understood that offers are for delivery within five (5) working days from receipt of Purchase Order during office hours unless otherwise stated/qualified. For failure to deliver when due, the U.P. Manila - PGH shall exercise the following options with the corresponding sanctions to be imposed on the AWARDDEE/SUPPLIER.

- Liquidated damages of 1/10 of 1% of the value of the undelivered item/s for each day of delay but not to exceed 10% thereof.
- Purchase the item/s in the open market and charge the price difference over the contract price to the AWARDDEE/SUPPLIER or impose the 10% penalty for non-delivery whichever is higher.
- Terminate the contract for non-delivery by the SUPPLIER unless it can be established that non-compliance of the obligation is due to fortuitous event or force majeure.
- Other appropriate administrative sanctions as prescribed under Republic Act No 9184 and other applicable laws.

In case of delivery of defective item/s, U.P. Manila - PGH shall have the right to reject the delivery or to require that the defective item/s be replaced within three (3) working days from receipt of notice.

Failure of the SUPPLIER to comply with the required correction or replacement shall be sufficient grounds for U.P. Manila - PGH to impose of appropriate penalties stated item # 2.

If substitution or delivery of other brand/packing of the ordered item is allowed by approving authority of the Purchase Order as recommended by the end-user, a 10% penalty shall be imposed.

Substituted brand/packing should be of equal or of better quality than the one ordered.

U.P. Manila-PGH shall have the right to decrease/increase the quantity of the item/s ordered.

The SUPPLIER guarantees that the contract price is the lowest in the market and cannot increase price unilaterally.

In case the price in the open market is lower than the contract price, U.P. Manila-PGH has the option to (a) ask the SUPPLIER to lower its price to the open market price, or (b) terminate the contract.

All deliveries made by the SUPPLIER shall be subject to inspection and testing by U.P. Manila - PGH to the extent practicable prior to acceptance.

A warranty from the successful bidder for equipment shall be required, to assure that manufacturing defects will be corrected within a given time from receipt of written notice of the defect by the authorized officer. Retention fee in the amount equal to 10% of every progress payment or a special bank.

~~CONFIDENTIAL~~  
NON-CONFORMANCE WITH ANY OF THE ABOVE REQUIREMENTS SHALL BE  
CONSIDERED 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-PGH.

IMPORTANT: TOTAL AMOUNT OF QUOTATION: P \_\_\_\_\_

Very truly yours,  
*Lolita G. Alvarez*  
**LOLITA G. ALVAREZ**  
LOLITA G. ALVAREZ

Chief, Purchasing Office  
P

*On*  
*18 Mar '21*

PHILIPPINE GENERAL HOSPITAL  
The National University Hospital  
University of the Philippines Manila  
11th Avenue, Manila

We agree to bind myself/ourselves to the terms and conditions specified above and to the 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: \_\_\_\_\_