



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: **4 March 2020**
 Reqn. No.: **PUR20-02-0115,
 PUR20-02-0182, and
 PUR20-02-0175.**

Gentlemen:

RE: Request for **OPEN QUOTATION**

This office is in the market for the following items:

Item No.	Qty.-Unit	Description	Unit Price	QUOTATIONS	
				(In Figures)	(In Words)
PUR20-02-0115: Internal Audit Special Services Staff					
1	12 Piece	Envelope, Expanding with Push Lock and Handle > Solid-Colored Plastic, Size: Legal, Assorted Colors, > Heavy duty for bulky documents	P 96.00	_____	_____
2	12 Piece	Envelope, Expanding with Push Lock without Handle > Solid-Colored Plastic, Size: Legal, Assorted Colors, > Heavy duty for bulky documents	P 84.00	_____	_____
3	2 Box	Sign Pen, Liquid Ink, Blue, 0.5mm needle tip, 12's/box	P 792.00	_____	_____
PUR20-02-0182: MRL					
1	10 Piece	Ink Cartridge, HP 704 Black > Original, not refilled/re-manufactured	P 400.00	_____	_____
2	10 Piece	Ink Cartridge, HP 704 Tricolor > Original, not refilled/re-manufactured	P 400.00	_____	_____
3	15 Piece	Ink Cartridge, HP 678 Black > Original, not refilled/re-manufactured	P 420.00	_____	_____
PUR20-02-0175: Department of OB-Gyne					
1	60 Piece	HP GT53 Ink, Black 90ml > Original, not refilled/re-manufactured	P 300.00	_____	_____
2	60 Piece	HP GT52 Ink, Magenta 70ml > Original, not refilled/re-manufactured	P 300.00	_____	_____
3	60 Piece	HP GT52 Ink, Cyan 70ml > Original, not refilled/re-manufactured	P 300.00	_____	_____
4	60 Piece	HP GT52 Ink, Yellow 70ml > Original, not refilled/re-manufactured <i>XXXXXXXXXXXXXXXXXXXX</i>	P 300.00	_____	_____
Approved Budget for the Contract =====>			P 90,044.00	_____	_____

TERMS & CONDITIONS:

1. Indicate brand and packaging.
2. Should follow the size specification of the product.
3. Indicate date of delivery.
4. **Supplier is required to submit single bid/offer only for each item. Two or more bids/offer is automatically disqualified.**
5. **Compliance with R.A. 9184 and other applicable laws.**
6. **Documentary requirements per GPPB Resolution No. 21-2017 shall be attached upon submission of the quotation/proposal.**

***Certified True Copy with Signature over Printed Name of the ff: Mayor's Permit, PhilGEPS Certificate/Registration, ITR; and original Notarized Omnibus Sworn Statement**

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 **4:30PM** on **11 March 2020** at which time said quotations will be opened. For further information, you may call at **8554-8400 local 3021** and look for **Mr. Armando S. Mijares**, or send electronically at **pgh-purchasing@up.edu.ph** and through Fax at **8554-8400 local 3021**.

OTHER TERMS AND CONDITIONS:

1. 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