



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

“PHIC-Accredited Health Care Provider”
ISO 9001:2015 Certified

Date: **04 September 2020**
 Reqn. No.: **PUR20-09- 0796**

Gentlemen:

RE: Request for **SEALED QUOTATION**

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>
<u>PUR20-09- 0796 - PROPERTY AND SUPPLY DIVISION</u>					
1	2,500 ream	Paper, Multi-copy, > Size: 8-1/4 inches x 11 3/4 inches, (A4) > 80 gsm. > 500s/ream	P 170.56	_____	_____
Total Approved Budget for the Contract =====>			P 426,400.00		

TERMS & CONDITIONS:

1. Indicate warranty period.
2. Indicate delivery period.
3. Should follow the size specification of the product.
4. Submit sample/brochure/catalogue if needed.
5. Item/s offered should be brand new.
6. **Supplier is required to submit single bid/offer only for each item. Two or more bids/offer is automatically disqualified.**
7. **Documentary requirement 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.**

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/fax your quotation in the **BAC 1 OFFICE - PGH COMPOUND TAFT AVENUE MANILA** not later than **3:00pm** on **11 SEPTEMBER 2020** at which time said quotations will be opened.

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