



Met: Shopping

**Procurement Management Office
 REQUEST FOR QUOTATION**

Form No.: Form No. : HS- PS - 007
 Revision No.: 2
 Effectivity Date: September 3,2020

Company Name: _____
 Address: _____
 Contact No.: _____
 Email Address: _____

Date: **November 17, 2020**
 PR No.: **2020-11-2471**
 RFQ No.: **2020-11-0075**
 End user: **MATERIALS MANAGEMENT OFFICE**

Sir / Madam:

Please quote your lowest government price for each of the following item(s) specified below. Submit your quotations, open or sealed, at the Procurement Management office or thru email at bacoffice@bghmc.doh.gov.ph, not later than _____. Quotations received through email other than the email address provided shall not be accepted.

Terms and Conditions:

1. The RFQ must be fully accomplished. Put 'N/A' to item/s that is not available.
2. Quotations shall be inclusive of applicable taxes and other indirect costs, those exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
3. BAC reserves the right to reject any or all Quotations, to waive any minor defects therein, to annul the procurement process, to reject all Quotations at any time prior to the contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.
4. **All quotations for drugs and medicines shall be accompanied by a valid Certificate of Product Registration (Non-submission shall result to supplier's POST-DISQUALIFICATION)**
5. Delivery Schedule: **15 Working Days**
6. Goods must be delivered at the Baguio General Hospital and Medical Center.

Additional Requirements (For new suppliers, to be submitted together with the quotation). – These requirements shall likewise be submitted by all suppliers on the 1st month of the following year.

Valid Business Permit/ Mayors Permit	DTI/SEC Registration Certificate
Certificate of PhilGEPS Registration	Valid BIR Registration
Omnibus Sworn Statement (using the Prescribed Form)	BIR Form 2303

Truly yours,

FELICIDAD F. ATOS, MPA

Head, Procurement Management Office

Sir / Madam,

After having carefully read and accepted the terms and conditions stipulated in the Request for Quotation (RFQ), hereunder is our financial proposal inclusive of VAT and other incidental costs for the subject procurement identified below:

Item No.	Qty	Unit	Item Description	ABC/ unit	Complete Specification Offered Brand Name/Model	PRICE OFFER	
						Unit Price	Total Bid Offer
1	2,200	ream	Paper, Multi-purpose (Copy) A4, 70gsm	₱ 186.00			
2	1,200	ream	Paper, Multi-purpose (Copy), Legal Size, 70Gsm	₱ 215.00			

We undertake, if our Quotation or bid is accepted, to accomplish the procurement project within the delivery schedule stipulated in the Purchase Order (PO).

Signature: _____
 Name of Representative: _____
 Date: _____