

DEPARTMENT OF FINANCE
Manila
REQUEST FOR QUOTATION

Date : July 23, 2020
Purchase Quotation No. 057-2020

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Director IV, Central Administration Office or thru the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ, Director IV
Central Administration Office

| QUANTITY | UNIT | ARTICLE / MERCHANDISE / SPECIFICATION | UNIT PRICE | TOTAL |
|---|--------|---------------------------------------|------------|-------------------|
| 200 | gallon | Alcohol, Isopropyl, 70% | 600.00 | 120,000.00 |
| 50 | gallon | Hand Sanitizer, 70% | 700.00 | 35,000.00 |
| Note: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Omnibus Sworn Statement (For DOF Use) | | | | |
| | | | | 155,000.00 |
| | | | | |

After having carefully read and accepted your General conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within _____ working days from receipt of your valid Purchase Order (PO). The quotation are good only up to _____

Canvassed by: _____

Supplier : _____
By : _____
Tel. No.: _____
TIN No. : _____

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.



Republic of the Philippines
DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

MEMORANDUM

FOR :


ALVIN P. DIAZ

Director IV
Central Administration Office

THRU :


LILIA R. TAN

Director III
Central Administration Office

FROM :


RICHARD G. MANZANO

Chief Administrative Officer
General Services Division

SUBJECT :

Justification in the request of purchase for Alcohol and Hand Sanitizer

DATE :

July 8, 2020

In compliance with the DOF Department Order No. 019-2020 dated June 1, 2020, which provides for the "Guidelines on the Resumption of Work under the New Normal", the General Services Division (GSD) prepared a Purchase Request for the procurement of 200 gallons of 70% Alcohol and 50 gallons of 70% Hand Sanitizer to be used as mitigating measures to reduce the spread of COVID-19 virus within the DOF premises. It may be noted that there is a necessity in providing alcohol and sanitizer for the purpose of conducting sanitation and disinfection upon entry and ensure its availability in the common areas including the shuttle services at all times.

For your consideration.