## DEPARTMENT OF FINANCE Manila REQUEST FOR QUOTATION

		Da	ite:		3, 2020
		Pu	rchase (	Quotation No.	057-2020
ntlomon :					
ntlemen :			t	Conoral Conditions at	the back
reof and sul	bmit your Office o	uote your lowest price on the item listed below, sub quotation duly signed by your representative in sea r thru the authorized canvasser of this Department the sealed quotation.	SIGO CHACK	ppc and oct to the	the time and
				D DIAZ Director	۱۱۷ مرکور
			Centr	P. DIAZ, Director al Administration Offic	e e
	LINUT	ARTICLE / MERCHANDISE / SPECIFIC	CATION	UNIT PRICE	TOTAL
UANTITY 200	UNIT	Alcohol, Isopropyl, 70% Hand Sanitizer, 70%		600.00 700.00	120,000.00 35,000.0
50					
		Note: Please include the following required do upon submission of your proposal for purposes:  1. Mayor's/ Business Permit  2. PhilGEPS Registration Number/ Certificate  3. Omnibus Sworn Statement	ocuments r evaluatio	o <b>n</b>	
		(For DOF Use)			155,000.
at prices n		aving carefully read and accepted your General accepted your General and bind ourselves to deliver the above arturn valid Purchase Order (PO). The quotation are			
Canvasse		Suppl By : Tel. N TIN N	er:		

## **GENERAL CONDITIONS**

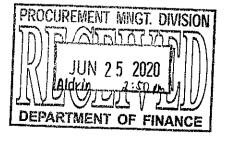
- 1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
- 2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
- 3. All prizes quoted herein 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if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier.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.

## PURCHASE REQUEST

Entity Name: <u>Departı</u>		tment of Finance	runa Cius	ter:	
Office/Section : General Services Division		PR No.: 2020 - 000	Date:		
		Responsibility Center Code :		June 5, 2020	
Stock/ Property No.	Unit	DESCRIPTION	Quantity	Unit Cost	Total Cost
2100000	<del>                                     </del>				
		A1 1 1700/	40000	<b>6</b> 00.00	/2 0,000.00
	gal	Alcohol 70%	<b>2</b> 00.00	600.00	<u> </u>
	gal	Hand Sanitizer 70%	50.00	700.00	35,000.00
		**** Nothing Follows****			
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-0					155,000.00
TOTAL Purpose:			I		7000003
urpose.		For Sanitation and Disinfection of I and Visitors upon entry to DO			
	Reque	ested by:	Appr	oved by:	ellee
Signature :	X	). Thanzaw		pice	
	: RICE	IARD G. MANZANO		ALVIN P. I	
Designation:	Chief	Administrative Officer		Director	

JUN 0 5 2020

DEPARTMENT OF FINANCE





## Republic of the Philippines **DEPARTMENT OF FINANCE**

Roxas Boulevard Corner Pablo Ocampo, Sr. Street Manila 1004

**MEMORANDUM** 

**FOR** 

ALXIN P. DIAZ

Director IV

Central Administration Office

**THRU** 

LILIA R. ITAN

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.