



REQUEST FOR QUOTATION
PR NO. 26-09-1143
September 29, 2026

The Valenzuela Medical Center (VMC) through its Bids and Awards Committee (BAC) intends to procure the "SUPPLY AND DELIVERY OF CONSUMABLE SUPPLIES FOR MIMEOGRAPHING MACHINE COMPATIBLE TO BRAND/MODEL: RICOH-GESTETNER/DD 3344" for the ENGINEERING AND FACILITIES MANAGEMENT SECTION in accordance with Section 34.1 (Small Value Procurement) of the Implementing Rules and regulations of the Republic Act No. 12009.

Please send your **price offer** for the items listed below duly signed by you or your authorized representative not later than October 05, 2026 10:00am. The BAC reserves the right to accept, reject & waive defects in the canvass.

ITEM NO.	QTY	UOM	ITEM DESCRIPTION	UNIT COST	TOTAL COST
			SUPPLIES FOR MIMEOGRAPHING MACHINE		
			Brand: Ricoh-Gestetner/DD 3344		
			SN: D262ZB54005		
			Area: QMS		
			Scope of Works:		
1.	50	Cartridge	COPY PRINTER INK BLACK JP-12	650.00	32,500.00
2.	2	Rolls	MASTER CPMT15	3,200.00	6,400.00
			Delivery: 15 calendar days upon receipt of PO		
			TOTAL		38,900.00

Copies of the following documentary requirements such as **Certificate of Registration from BIR, SEC/DTI, Business/Mayor's Permit with Official Receipts, Platinum PhilGEPS Certificate, Brochure** (if applicable), and **Tax Clearance** are also required to be submitted along with your quotation/proposal.

Proposal may be submitted manually to the BAC Secretariat, Procurement Office, Valenzuela Medical Center, Padrigal Street, Karuhatan, Valenzuela City or through email at vmc_bac2026@yahoo.com. For any clarification, you may call **Ms. Diana C. Pulido** at telephone no. **8294-4625** or via email at vmc_bac2026@yahoo.com.


LIGAYA E. UBALDE
Head, BAC Secretariat / Procurement

"PHIC Accredited Healthcare Provider"
"Valenzuela Medical Center...Where your health matters most"



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