



Republic of the Philippines
Department of Health
Metro Manila Center for Health Development
VALENZUELA MEDICAL CENTER



REQUEST FOR QUOTATION
PR NO. 25-09-1435

The Valenzuela Medical Center (VMC) through its Bids and Awards Committee (BAC) intends to procure the "SUPPLY AND DELIVERY OF LEAVE RECORD" for the HUMAN RESOURCE 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 15, 2025. The BAC reserves the right to accept, reject & waive defects in the canvass.

ITEM NO.	QTY	UOM	ITEM DESCRIPTION	UNIT COST	TOTAL COST
PR# 25-09-1435					
1	1200	pc	LEAVE RECORD, 8 ½" x13", made of card board <i>Allocation: HRMS</i>	30.00	36,000.00
TOTAL:					36,000.00

Copies of the following documentary requirements such as Certificate of Registration from BIR, Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) registration, Business/Mayor's Permit with O.R. renewal, Valid Philgeps Certificate, and Updated Tax Clearance Certificate 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_bac@yahoo.com. For any clarification, you may call Ms. Aileen Pacheco at telephone no. **8294-46-25** or via email at vmc.bac2025@gmail.com.



LIGAYA E. UBALLE
Supervising Administrative Officer

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



Address: Padrigal St., Karuhatan, Valenzuela City, 1441
Telephone Nos: 8294-6711 to 17
Director's Office Direct Line: 8291-4259
Email Address: valgen_hosp@yahoo.com
Website: <https://vmc.doh.gov.ph/>