



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. UBALDE
Supervising Administrative Officer

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



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