



**PHILIPPINE CHILDREN'S MEDICAL CENTER**

Quezon Avenue, Quezon City

**ALTERNATIVE MODE**

**REQUEST FOR QUOTATION**

**No. RFQ-2022-326**

Date : \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Please quote your lowest price as per specifications listed below thru : Alternative Mode of Procurement - Negotiated Procurement ) **on or before July 20, 2022** and fax your quotation at **8588-9997** or email at **bac@pcmc.gov.ph**

PCMC REQUIREMENT				TOTAL ABC (INCLUSIVE OF TAX)
NO	QTY	UNIT	Item Description	
1	1	Lot	Hiring of Consultant for Advisory and Review of PCMC's compliance to BIR rules and regulations	60,000.00

**TERMS AND CONDITIONS**

Bidder must submit a copy of the following documents upon submission of offers:

**1. Eligibility Documents**

- a. Mayor / Business Permit.
- b. Valid PhilGEPS Registration Number.

**2. Technical and Financial Documents**

- a. Duly accomplished and signed **Technical Specifications** (Kindly fill up properly the columns for Bidder's Offer)
  - b. Curriculum Vitae of the Consultant/s
  - d. Duly accomplished and signed **Financial Proposal Form** (Kindly fill up properly the columns for Bidder's Offer)
    - > Price quoted must not exceed the Approved Budget for the Contract (ABC).
    - > Proposal/s, to be dominated in Philippine pesos include all taxes, duties and/or levies payable
    - > Price must be inclusive of VAT and must be valid for one hundred twenty (120) days and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  - e. PCMC has the right to reject any or all bids without offering any reason, waive any required formality and award the contract to any bidder whose proposals as evaluated by PCMC is the most advantageous to the government.
3. All submitted documents must be duly signed by the authorized representative.
4. Failure to submit all documents as required above shall be automatically disqualified

EMMA A. MARIANO, CPA, MGM-ESP  
BAC CHAIRPERSON

PHILIPPINE CHILDREN'S MEDICAL CENTER  
Quezon Avenue, Quezon City

**TECHNICAL SPECIFICATIONS**

*Instruction:* Accomplish this form by presenting a clear statement of your offer. It should be specific, precise and complete which demonstrates how your statement complies with the required specifications. Please do not write "comply" of the page numbers of the brochure/data sheet, etc.

PCMC REQUIREMENT			CONSULTANTS' OFFER TO COMPLY WITH THE PCMC REQUIREMENTS
QTY	UNIT	Item Description	
1	lot	<b>Hiring of Consultant for Advisory and Review of PCMC's compliance to BIR rules and regulations</b>	
		<b>SCOPE</b>	
	1	<b>General tax requirements and guidelines</b>	
	2	<b>Tax filing, computation and compliance on Tax matters</b>	
		> Payroll records including resigned/retired employees	
		> withholding of tax related to suppliers	
		> collection	
		> Tax exemption application	
		> Tax submissions and related to government hospitals	
	3	<b>Estimated Contract Duration: One (1) - Two (2) Months</b>	
	4	<b>Deliverable:</b>	
		> Accomplishment Report on Tax Review	
		> The Consultant shall Commence the work within seven (7) working days from receipt of approved Purchase Order	

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<b>NAME OF COMPANY</b>	<b>ADDRESS</b>
<b>SIGNATURE OVER PRINTED NAME</b>	<b>TELEPHONE / FAX NO.</b>

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**FINANCIAL PROPOSAL FORM**  
**SUMMARY OF COSTS**

**Name of Project:** Hiring of Consultant for Advisory and Review of PCMC's compliance to BIR rules and regulations

**Approved Budget for the Contract :** Sixty Thousand Pesos (Php 60,000.00)

Costs	Currency(ies) <sup>1</sup>	Amount in Philippine Peso
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____

**CONFORME:**

\_\_\_\_\_  
Authorized Signatory  
Signature over printed name

\_\_\_\_\_  
Contact No:

\_\_\_\_\_  
Name of Company/Firm

\_\_\_\_\_  
Company's Official Email Address  
(where notices will be sent)

\_\_\_\_\_  
Company's Official Contact No.

\_\_\_\_\_