

**TO ADMINISTRATIVE AND FINANCE GROUP**

DOTr – Resettlement Implementation Coordinator Project Management Office  
Department of Human Settlements and Urban Development  
DHSUD (HLURB) Bldg. Kalayaan Avenue, cor. Mayaman St. Quezon City

Sir/Madam:

Pursuant to the RA9184, DHSUD-DOTr located at Kalayaan corner Mayaman Street, Quezon City, would like to request for the quotation of 4 units Laptop Rental.

<b>ITEM</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT COST</b>	<b>TOTAL COST (ABC)</b>	<b>OFFER/ QUOTATION</b>
4	sets	Laptop rental with OS and MS office atleast 2.5GHz (3 months)			

The approved budget for the contract (ABC) is 57,600.00 inclusive of all government taxes.

Deadline of submission will be on March 10, 2021. you may submit the proposals at dhsuddotrprocurement2021@gmail.com.

For inquiries, you may contact Drys Demata at 0927 8730969.

For interested suppliers, please attached the following documents:

- A. Certificate of Registration from Philgeps
- B. Mayor's Permit / Business Permit
- C. BIR 2303
- D. Tax clearance
- E. SEC or DTI

Thank you very much.

Very truly yours,

Company : \_\_\_\_\_

TIN : \_\_\_\_\_

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

Tel./Fax No. : \_\_\_\_\_

Name : \_\_\_\_\_