



## REQUEST FOR QUOTATION

Date: 19 July 2023

RFQ No.: 100-23-05-893

Name of Company: \_\_\_\_\_

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

Name of Store/Shop: \_\_\_\_\_

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

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

PhilGEPS Registration Number: \_\_\_\_\_



The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Various Medical and Dental Supplies – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 406,732.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.


The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	alcohol hand spray, - 70 % Isoprophyl, 40 ml, non-drying, hypoallergenic		348	btl	55.00	19,140.00		
2	Kiddie Tooth Brush, - Extra soft bristle, recommended for children ages 5+ and individual plastic wrapped, with hygiene cap, with FDA certificate of exemption, must be commercially available in the Philippines for at least 5 years, with at least 28 to 30 bundles of bristles		96	pcs	150.00	14,400.00		
3	Adult Tooth Paste, - At least 1450 ppm sodium monofluorophosphate - 120 grams twin pack - FDA approved		208	pcs	250.00	52,000.00		
4	Face Towel, 100% cotton - 28cm x 52cm		420	pcs	20.00	8,400.00		
5	Bath Towel, 100% cotton - 70cm x 140cm		140	pcs	150.00	21,000.00		
6	tongue scraper, - Portable, individually packed, reusable stainless steel with travel case, 7 inches in length		104	pcs	100.00	10,400.00		
7	GERMICIDAL SOAP, - 55 grams		420	pcs	38.00	15,960.00		

	<ul style="list-style-type: none"> <li>- In sachet travel size</li> <li>- non-dying refreshing scent</li> <li>- Active ingredients Octenidine HCl</li> </ul>							
8	Kiddie face mask ear loop with adjustable soft metal nose, <ul style="list-style-type: none"> <li>- 3 ply</li> <li>- 50's per box</li> <li>- FDA approved</li> <li>- Disposable</li> </ul>		96	box	120.00	11,520.00		
9	Foaming Hand Soap, <ul style="list-style-type: none"> <li>- 450ml, pump, Benzalkonium Chloride 0.12%</li> </ul>		36	btl	675.00	24,300.00		
10	Body wash, <ul style="list-style-type: none"> <li>- Pyrethiure anthione</li> <li>- Anti darn druff</li> <li>- Antibacterial</li> <li>- 120ml</li> </ul>		36	btl	450.00	16,200.00		
11	Kiddie Cologne 100ml, <ul style="list-style-type: none"> <li>- Hypoallergenic</li> <li>- Dermatologist and allergy tested</li> <li>- Alcohol-free and gentle on skin</li> <li>- No Parabens or pthalates</li> </ul>		64	btl	75.00	4,800.00		
12	Baby Powder 100g, <ul style="list-style-type: none"> <li>- Unscented, dermatologist-tested, hypoallergenic, clinically proven mildness formula, with FDA certificate of exemption, must be commercially available in the Philippines for at least 5 years</li> </ul>		172	bot	55.00	9,460.00		
13	Adult tooth brush, <ul style="list-style-type: none"> <li>- Soft bristles, with flexible neck, with tongue cleaner, individually plastic wrapped, with FDA certificate of exemption, must be commercially available in the Philippines for at least 5 years</li> </ul>		180	pcs	150.00	27,000.00		
14	Shampoo, 400ml, <ul style="list-style-type: none"> <li>- beheryl alcohol, Ammonium Lauryl sulfate, disodium phosphate, glycol distearate, methylisothiazolinone ceremide extract, FDA Approved</li> </ul>		36	btl	260.00	9,360.00		
15	Conditioner, 350ml, <ul style="list-style-type: none"> <li>- Aqua, cetearyl alcohol, dimenthicone, behentrimonium chloride, parfum, strearamidopropyl, FDA Approved</li> </ul>		36	btl	348.00	12,528.00		
16	Cologne, 100ml, <ul style="list-style-type: none"> <li>- Hypoallergenic</li> <li>-Dermatologist and Allergy tested</li> <li>-Alcohol-free and gentle on skin</li> <li>-No parabens or pthalates</li> </ul>		72	btl	75.00	5,400.00		
17	Cotton Rolls, <ul style="list-style-type: none"> <li>- 400g</li> </ul>		36	pcs	190.00	6,840.00		
18	Maternity Napkin, 7's, <ul style="list-style-type: none"> <li>- 30.2cm</li> <li>- Cotton Soft Cover</li> <li>- Non-wing</li> </ul>		72	pack	215.00	15,480.00		
19	New Born Diaper, <ul style="list-style-type: none"> <li>- at least 22pcs/pack, wider magic tape, cottony soft cover, bubble top sheet</li> </ul>		36	pack	295.00	10,620.00		

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

 pasigcity.gov.ph

20	Deodorant, 50ml, - Roll-on, 48 hour sweat and odor protection, aluminum chloralhydrate, glycerin, helianthus annuus, perfume, FDA Approved		36	btl	175.00	6,300.00		
21	Mouth wash, 250ml, - Antibacterial Mouthwash kill over 99% of bacteria - No Alcohol - No Ethanol - With Sorbitol		108	btl	170.00	18,360.00		
22	Wet wipes, -64 pulls, - made of skin-loving natural fiber that trap mess, no fragrance, alcohol free, paraben & MIT free, chlorine free, clinically tested, safe for hands, face and body		72	packs	280.00	20,160.00		
23	Face mask ear loop, 3 ply, - With Adjustable soft metal nose - 50's per box - FDA Approved - Disposable		144	box	120.00	17,280.00		
24	Denture Case, - Plastic, assorted color, at least 3.7" x 3.3" x 2"		72	pcs	120.00	8,640.00		
25	Denture adhesive, - Cream fresh mint. 20g/tube, poly (methylvinylether/maleic acid) sodium-calium mixed partial salt, carboxymethylcellulose, zinc-free, FDA approved, with Certificate of Registration, must be commercially available in the Philippines for at least 5 years		144	tube	181.00	26,064.00		
26	Denture cleanser, - 6 Tablets/Pack - Sodium Bicarbonate - Citric-Acid - Potassium Caroate - Sodium Carbonate - Sodium Peroxide		144	pack	105.00	15,120.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>406,732.00</b>			
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.								

*\*Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPs website along with the following documents:

- Mayor's/Business Permit (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- PhilGEPs Registration Number

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \* bidsandawards@pasigcity.gov.ph \*

pasigcity.gov.ph

- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
  2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
  - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

**ADDITIONAL REQUIREMENTS:**

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)






**ATTY. PONCE MIGUEL D. LOPEZ**

Officer in Charge, Procurement Management Office

---

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \*  
 [pasigcity.gov.ph](http://pasigcity.gov.ph)



**TERMS OF REFERENCE FOR THE PROCUREMENT OF DIFFERENT MEDICAL AND DENTAL SUPPLIES FOR DENTAL A1 CHILD, A1 PREGNANT, A1 SENIOR PROGRAM**

**CY- 2023**

**PROPONENT OR IMPLEMENTING AGENCY: PASIG DENTAL SECTION**

**SCOPE OF WORK:**

1. Should provide the goods needed by the end-user for the implementation of the said program.
2. Shall follow the schedule/s given by the end user for delivery of goods.
3. Make sure that the items for delivery must have a minimum of 2 years date of expiry upon delivery and must be indicated in the packaging of perishable each item.

**DELIVERY TERMS (SCHEDULE AND SITE):**

1. Delivery term- supplier upon receipt of the approved Notice to proceed shall supply the items within 30 days.
2. Supplier shall ensure that all goods are properly delivered to Medical Depot in a good manner to avoid physical damage, breakage and spillage of the items.
3. Supplier shall replace any damaged or broken items free of charge within specified time as requested by Pasig Dental Section.
4. Supplier must provide sample items for end user during negotiation.
5. Supplier must coordinate delivery with Pasig Dental Section at least three days prior to delivery for endorsement purposes in anticipation of other circumstances that may arise.

**TERMS OF PAYMENT:**

1. All delivered items must be reflected on the Delivery receipts and Sales invoices and must be provide a copy to the end user on the day of the delivery.
2. Supplier must attach all necessary documents required by Accounting Department for the processing of payment.
3. Payment terms: Processing of payment upon completion of delivery with acceptance and inspection report.


**OTHER TERMS AND CONDITIONS:**

1. Supplier shall provide blue large eco bag as packaging, and must ensure that all items will fit well in the eco bag. The following table indicates which items go together, divided per program.

Items	A1 Child (32 participants with extra 4 handsoap and 4 bodywash for winners of games)	A1 Pregnant (36 participants)	A1 Senior (72 participants)
Alcohol Hand spray	3 96	3 108	2 24
Kiddie Tooth brush	3 96		
Adult Tooth Paste	2 64	2 72	1 72
Face towel	3 96	3 108	3 216
Bath Towel	1 32	1 36	1 72
Tongue Scraper	1 32		1 72
Germicidal soap	3 96	3 108	3 216
Kiddie face mask	3 96		
Foaming hand soap 4	1 32		
Body wash 4	1 32		
Kiddie cologne	2 64		
Baby powder	2 64	3 108	

Adult tooth brush		1 36	2 144
Shampoo		1 36	
Conditioner		1 36	
Cologne		2 72	
Cotton rolls		1 36	
Maternity Napkin		2 72	
New Born diaper		1 36	
Deodorant		1 36	
Mouth wash		1 36	1 72
Wet wipes		2 72	
Face mask		2 72	1 72
Denture case			1 72
Denture Adhesive			2 144
Denture cleanser			2 144

Prepared by:

  
**Dr. Francisca Jona Joy C. Panopio,**  
 Dentist V