



## REQUEST FOR QUOTATION

Date: 29 August 2023

RFQ No.: 100-23-07-1515

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 Drugs and Medicine for CY 2023 – Pasig City General Hospital** with an Approved Budget for the Contract (ABC) of **Php 971,905.00**, 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.

					Approved Budget		Price Offer	
Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Unit Cost	Total Cost	Unit cost	Total Cost
1	All-in-one admixtures (lipid emulsion, glucose, electrolytes) 763Kcal, 1000ml		50	chamber bag	2,766.50	138,325.00		
2	Amino Acid+ Glucose+ Electrolytes+Vit B1 Solution for Peripheral Venous Infusion, 1000ml/ bag		300	chamber Bag	1,728.10	518,430.00		
3	Amino Acid+Glucose+Electrolytes+ Vit B1 Solution for Peripheral Venous Infusion, 500ml/ bag		300	chamber Bag	1,050.50	315,150.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.				<b>Total</b>	<b>971,905.00</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**

- **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)

SGD


**ATTY. PONCE MIGUEL D. LOPEZ**


Officer in Charge, Procurement Management Office

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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

### REQUEST FOR SMALL VALUE PROCUREMENT OF VARIOUS DRUGS AND MEDICINES FOR CY 2023

#### A. POST QUALIFICATION REQUIREMENTS

1. Valid Certificate of Product Registration (CPR) or Certificate of Listing of Identical Drug Product (CLIDP) from FDA (DOH-AO. 2005-0031)
  - a. If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor / dealer of the products / items.
  - b. If expired attach receipt of renewal / certificate of renewal and tracking history from FDA e-portal
2. Valid License to Operate (LTO)
3. Valid Certificate of Distributorship

#### B. GENERAL PROVISION

1. All deliveries must conform to the conditions under Drug Product / Drug Product Packaging. Change/s must be mutually agreed by both parties and must be beneficial to end user. In addition, the Sales Invoice and / or Delivery Receipts must state the lot / batch number and expiry date.
2. The Supplier should attach an assurance/guarantee letter in the sales invoice, upon delivery, stating that the items delivered which are nearing expiry will be replaced with a product with a minimum expiration of 18 months.
3. For expiring products, the Property & Supply Office or Pharmacy Department must inform the distributor / supplier three (3) months prior to the expiration date, to give ample time for the pull out / retrieval and replacement of stocks.
4. Replacement of stocks should be **within thirty (30) days** after date of pull -out and receipts of expired or expiring products.

#### C. TERMS OF DELIVERY

30 Days delivery upon issuance of Notice to Proceed

#### D. TERMS OF PAYMENT

45 Days upon completion of Deliveries

#### E. DELIVERY PLACE

1. Pasig City General Hospital

Submitted by:

**EMILY GRACE C. TORRES, RPh.**

Pharmacist IV, Pasig City General Hospital