



REQUEST FOR QUOTATION

Date: 19 March 2024

RFQ No.: **100-24-02-428**

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 Enteral Nutrition Formulas – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 699,730.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Enteral Nutrition, Adult Polymeric Vanilla flavor, 800-900g / can, for non-critically ill patients		202	can	1,945.00	392,890.00		
2	Enteral Nutrition, Adult Polymeric, Energy Dense, High Protein, Vanilla flavor. 300g-500g / can		30	can	1,475.00	44,250.00		
3	Enteral Nutrition, Disease Specific, Specialized Nutrition for people with diabetes, Vanilla flavor, 800g-900g / can		102	can	2,150.00	219,300.00		
4	Enteral Nutrition, Disease Specific, with lower protein-content milk formula for non-dialytic people with Renal Disease, Vanilla Flavor, 200ml-250ml / piece		68	piece	230.00	15,640.00		
5	Enteral Pediatric, Pediatric Polymeric, for Ages 1-3 y/o, Vanilla flavor, 400g/can/box		70	can/box	395.00	27,650.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		699,730.00			
DELIVERY TERM: 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.*



TERMS OF REFERENCE

Enteral Formulas Supplier of the Pasig City Children's Hospital - Child's Hope Nutrition and Dietetics Section

A. Rationale

The services of a competent and dependent enteral formulas supplier is required to deliver at Pasig City Children's Hospital - Child's Hope Nutrition and Dietetics Section. The delivery of a supplier under such terms and conditions imposed by PCCH shall ensure that the formulas are sealed and clean as it will be used for nutrition supplementation of patients.

B. Scope

1. The Child's Hope Nutrition and Dietetics Section shall have a supplier of all the formulas needed in patient's enteral nutrition supplementation.
2. The supplier is responsible in delivering the items requested in the purchase order with a reasonable price. The deliveries must meet the specifications stated.

C. Role of Pasig City Children's Hospital "Child's Hope"

The Child's Hope shall:

1. Have an appropriate space for receiving the deliveries.
2. The purchase order should be checked against the invoice. Check the items delivered if they meet the specifications requested before receiving. Make sure the weight and number of the item is right and equal to the purchase order by weighing and counting the items one by one. Ensure also if the items are all in good condition. If the items failed to meet the specifications, the receiving person/clerk shall return the item to the supplier for replacement.
3. Purchase at the lowest total cost, consistent with obtaining the required quantity and quality plus satisfactory service.
4. Delivery receipts should be signed by the designated receiving person and countersigned by the Chief Dietitian and the Property and Supply Department Representative.
5. Inform the supplier six (6) months before the expiration date of the unutilized delivered items for replacement of formulas with longer shelf-life.


D. Role of Supplier


The Supplier should:

1. Deliver the items based on the specification ordered by the PCCH Nutrition and Dietetics Section. If the items did not meet the set specifications, the Dietitian/receiving person should reject and return the item. The Supplier should replace it right away.
2. The items' shelf life should be at least 2 years from expiration date. Should there be any unutilized and near-expiry delivered items, the supplier must replace it with a longer shelf life.
3. Have an equipment like push cart to transport the deliveries from their vehicle up to the Nutrition and Dietetics Section's storage area.

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



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E. Mode, Domicile and Tenure

- The Supplier shall deliver to the Nutrition and Dietetics section of Pasig City Children's Hospital, Industria Street, corner Alkalde Jose St., Kapasigan, Pasig City.

F. Delivery Terms

- The delivery will start within 120 days upon the issuance of the Notice to Proceed, on a staggered delivery basis. The supplier is required to deliver supplies within 48 hours upon receiving the Requisition Slip from the end-user.

G. Payment Term

The supplier shall bill the client for the expense of the items 45 days after complete delivery.

H. Basic Qualification Requirement

The Supplier must have a proven competent track record in various supplies delivery with the following eligibility requirements:

1. Certification or recognition of at least two (2) Satisfactory Service from previous institutional clients for the past two (2) years.

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** (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)
 - **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):

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- 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), 4th 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, 4th 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

SGD

ATTY. BEA THERESE P. VILLANUEVA

Officer in Charge, Procurement Management Office



I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.


Conforme:

_____	_____
Signature over Printed Name	Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

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