



## REQUEST FOR QUOTATION

Date: 22 April 2024  
RFQ No.: R1 100-24-01-389

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 VIRAL DNA/RNA EXTRACTION KIT FOR EXISTING GENEFINDER EX-MATE 32 PLUS MACHINE (ITEM 7) – PASIG CITY CHILDREN'S HOSPITAL** with an Approved Budget for the Contract (ABC) of **Php 392,500.00**, 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.


					APPROVED BUDGET		PRICE OFFER	
ITEM NO.	ITEM DESCRIPTION	BRAND NAME <i>(PLEASE DO NOT LEAVE BLANK)</i>	QTY	UOM	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
7	Viral DNA/RNA Extraction kit for existing GeneFinder EX-MATE 32 Plus Machine: Single-Tube Type, 32 test/box		20	Box	19,625.00	392,500.00		
GRAND TOTAL COST		IN FIGURES			PHP 392,500.00			
		IN WORDS			THREE HUNDRED NINETY-TWO THOUSAND FIVE HUNDRED PESOS			
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.								
<b>NOTE:</b> Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.								
<b>PRICE OFFER:</b> Unit and Total Prices shall be rounded off up to <b>two (2)</b> decimal places.								
<b>VALIDITY OF OFFER:</b> Within Ninety (90) calendar days from the date of opening of quotation.								
<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.*

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



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**TERMS OF REFERENCE OF MOLECULAR LABORATORY SUPPLIES  
FOR PUBLIC BIDDING 2024**

*Pasig City Children's Hospital – Molecular Laboratory*

*The winning supplier (shall):*

*1. Provide Certificate of Product Registration/ Certificate of Exemption or its equivalent upon delivery.*

*2. Submit Material Safety Data Sheet (MSDS) upon delivery of the following items below.*

*2.1.1 Item number 1: RNA Decontamination Solution*

*2.1.2 Item number 2: PCR Wipers*

*2.1.3 Item number 3: Virus Sampling Swab Kits*

*2.1.4 Item number 4: PCR plate Sealing film*

*2.1.5 Item number 5: Realtime PCR Kit for MonkeyPox Virus*

*2.1.6 Item number 6: VNI53 Viral Extraction kit for existing Nextractor 48 extraction machine: 48 tests/ kit*

*2.1.7. Item number 7: Viral DNA/RNA Extraction Kit for existing GeneFinder EX-MATE 32 Plus Machine: Single-Tube Type, 32 tests/box*

*3. Must be validated/ registered or its equivalent by Research Institute of Tropical Medicine (RITM) or Food and Drugs Administration (FDA) for the following items below. Proof of RITM validation/ registration to be submitted upon delivery.*

*3.1.3 Item number 3: Virus Sampling Swab Kits*

*3.1.4 Item number 4: PCR plate Sealing film*

*3.1.5 Item number 5: Realtime PCR Kit for MonkeyPox Virus*

*3.1.6 Item number 6: VNI53 Viral Extraction kit for existing Nextractor 48 extraction machine: 48 tests/ kit*

*3.1.7. Item number 7: Viral DNA/RNA Extraction Kit for existing GeneFinder EX-MATE 32 Plus Machine: Single-Tube Type, 32 tests/box*

*4. Make sure that the items for delivery must have a minimum of two (2) years date of expiry, must be indicated in each item and packaging.; the winning bidder shall provide a guarantee letter, for replacement, for the items that has less than 2 years of expiration.*

*5. Post Qualification:*

*5.1. Must submit sample product for post qualification for the following line items:*

*5.1.1 Item number 1: RNA Decontamination Solution*

*5.1.2 Item number 2: PCR Wipers*

*5.1.3 Item number 3: Virus Sampling Swab Kits*

*5.1.4 Item number 4: PCR plate Sealing film*

*5.1.5 Item number 5: Realtime PCR Kit for MonkeyPox Virus*


*5.1.6 Item number 6: VN153 Viral Extraction kit for existing Nextractor 48 extraction machine: 48 tests/ kit*


*5.1.7. Item number 7: Viral DNA/RNA Extraction Kit for existing GeneFinder EX-MATE 32 Plus Machine: Single-Tube Type, 32 tests/box*

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5.2. Items for post qualification must be submitted within five (5) days receipt of Notice of Post Qualification.

5.3. The lowest calculated bid shall be required to submit a sample product, during post-qualification.

5.4. All items for post qualification should be submitted to the BAC Secretariat.

6. Terms of delivery of approved Purchase Order:

6.1. Staggered basis up to the last working day of the current year. Please see attached distribution list for delivery schedule.

6.1.1. Delivery will be in 2 batches, the First batch to be delivered within 60 days after receipt and signing of Notice to Proceed (NTP).

6.1.2. The schedule for the Second batch to be delivered within 90 days after completion of the First batch.

6.1.3 The delivery of the items is until December 31, 2024 only.

6.2. Staggered payment upon delivery. Payment based on the quantity delivered.

7. Schedule of delivery

7.1. Quantity to be delivered per schedule. Items shall be delivered directly to Pasig City Children's Hospital – Molecular Laboratory Department.

7.2. Delivery should be coordinated by the supplier to Pasig City Children's Hospital – Molecular Laboratory Department at least five (5) days prior to delivery for endorsement purposes and in anticipation of other circumstances that may arise.

#### TERMS OF REFERENCE OF MOLECULAR LABORATORY SUPPLIES FOR PUBLIC BIDDING 2024


*Pasig City Children's Hospital – Molecular Laboratory*


*Distribution List of Medical Supplies for Delivery*

Items	QTY	UNIT	Batch 1 (60 days)	Batch 2 (90 days)
RNA Decontamination Solution: 250mL Spray	500	bottle	50%	50%
PCR Wipers: Single-ply, Light-duty Wiper, Lint-free, Small (100-120x200-220mm), At least 200sheets/pack	100	pack	50%	50%
Virus Sampling Swab Kits: Inactivated, Disposable, Nasopharyngeal and Oropharyngeal Swab with 3ml solution in 10ml tube	7,000	piece	50%	50%
PCR Plate Sealing Film: Adhesive, optically clear seal for PCR plates, 100pcs/pack	20	pack	50%	50%
Realtime PCR Kit for Monkeypox Virus: With Central/ West African Clade Typing; 96 reactions/ kit	3	kit	100%	
VN153 Viral Extraction kit for existing Nextractor 48 extraction machine: 48 tests/ kit	100	box	50%	50%
Viral DNA/RNA Extraction Kit for existing GeneFinder EX-MATE 32 Plus Machine: Single-Tube Type, 32 tests/box	20	box	50%	50%

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**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:**

- 1. 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.
- 2. PhilGEPS Registration Number**
- 3. 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:
  - 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.
  - Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 4.** Accomplished and notarized Omnibus Sworn Statement (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412> )
- 5. 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

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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. 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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