



**REQUEST FOR QUOTATION / INVITATION FOR NEGOTIATION**  
**NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS**

Date: 09 May 2024

RFQ No.: 100-24-04-662

1. The **CITY GOVERNMENT OF PASIG**, through the Bids and Awards Committee (“BAC”), has a procurement project for the **Supply and Delivery Various Drugs and Medicines CY 2024 – PCGH & PCCH** with an Approved Budget for the Contract (“ABC”) of **Two Million Three Hundred Eighty-Four Thousand Four Hundred Two Pesos & 05/100 Only (PhP2,384,402.05)**.

ITEM NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (PHP)
1	Aciclovir 25mg/ml, 10ml vial	61,108.80
2	Aminophylline 25mg/ml (250mg), 10ml amp.	5,472.00
3	Atropine Sulfate 1mg/ml, 1ml Ampule	155,112.00
4	Bupivacaine 0.5% (Isobaric) 10ml (Spinal)	539,157.60
5	Bupivacaine 0.5% 4ml (Spinal) with 8% Dextrose	914,622.00
6	Sodium Bicarbonate 1meq/ml, 20ml, IV Infusion	299,450.25
7	Sodium Bicarbonate 1 meq/ml 50ml, IV Infusion	302,230.60
8	Adenosine 3mg/ml, 2ml (6mg/2ml) vial (IV)	74,368.80
9	Cefixime, 20mg/ml drops, 10ml	3,648.00
10	Cefuroxime, 125mg/5ml powder for susp., 70ml	29,232.00
	<b>TOTAL</b>	<b>2,384,402.05</b>

2. A complete set of the Request for Quotation (“RFQ”) may be acquired by interested bidders upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines on issued by the GPPB.

APPROVED BUDGET FOR THE CONTRACT	COST OF BIDDING DOCUMENTS (PHP)
500,000 and below	500.00
More than 500,000 up to 1 million	1,000.00
More than 1 million up to 5 million	5,000.00

*NOTE: For lot procurement, the maximum fee for the RFQ for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.*

3. Bidders, except those who have previously participated in any of the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotation.
4. The procurement will be conducted through **Negotiated Procurement – Two Failed Biddings** in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (“IRR”) of Republic Act No. 9184 (“R.A. No. 9184”).
5. The project shall be awarded as one project having several items, which shall be awarded as separate contracts per item. Quotations received in excess of the ABC shall be rejected.
6. Interested bidders may obtain further information from the Procurement Management Office at the address given below during office hours, Monday to Friday, from 8:00 A.M. to 5:00 P.M.
7. The schedule of activities are as follows:

ACTIVITIES	SCHEDULE
Advertisement/Posting of Request for Quotation	09 May 2024
Negotiation	13 May 2024 at 1:30 P.M., 7 <sup>th</sup> Floor, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City

8. Following completion of the negotiations, the BAC shall request all suppliers, contractors or consultants in the negotiation proceeding to submit on a specified date, the following documents, in a sealed envelope addressed to the “Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall” and properly marked with the project title, name of bidder, address of the bidder, and contact details of the bidder:

- **Valid PhilGEPS Certificate of Registration and Platinum Membership**
- **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).
- **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.
  - **Omnibus Sworn Statement** supported by an attached document showing proof of authorization, i.e. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietorship.
  - **Certificate of Product Registration (CPR) or Certificate of Listing of Identical Drug Product (CLIDP) from FDA (DOH – AO. 2005-0031)**
  - **Valid License to Operate (LTO)**
  - **Duly accomplished Request for Quotation**
9. Quotations submitted after the scheduled submission of quotations shall not be accepted.
  10. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).
  11. To guarantee the faithful performance of the winning bidder's obligation, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following forms prescribed in Section 39.2 of the 2016 Revised IRR of R.A. No. 9184.
  12. The Performance Security shall remain valid until issuance by the City Government of Pasig of the Certificate of Final Acceptance (Certificate of Completion). The Performance Security may be released after the issuance of the Certificate of Final Acceptance (Certificate of Completion), subject to the conditions stipulated in Section 39.5 of the 2016 Revised IRR of R.A. No. 9184.
  13. The **CITY GOVERNMENT OF PASIG** reserves the right to reject any and all proposal/s, cancel or terminate the conduct of procurement activities, or not award the contract in accordance with Sections 35.6 and 41 of the IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.
  14. For any clarification, you may contact us at telephone no. (02) 8641-1111 loc. 1461 or send us an email at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)

**SGD**

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**ATTY. BEA THERESE P. VILLANUEVA**

Officer in Charge, Procurement Management Office

# REQUEST FOR QUOTATION

Date:  
RFQ No.: 100-24-04-662

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

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

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

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

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

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

Item No.	Item Description	Brand Name  <small>(indicate the "BRAND" be offered, or the manufacturer's name)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit Cost	Total Cost
1	Aciclovir 25mg/ml, 10ml vial		232	vial	263.40	61,108.80		
2	Aminophylline 25mg/ml (250mg), 10ml amp.		120	amp	45.60	5,472.00		
3	Atropine Sulfate 1mg/ml, 1ml Ampule		1,124	amp	138.00	155,112.00		
4	Bupivacaine 0.5% (Isobaric) 10ml (Spinal)		1,374	amp/vial	392.40	539,157.60		
5	Bupivacaine 0.5% 4ml (Spinal) with 8% Dextrose		1,349	amp/vial	678.00	914,622.00		
6	Sodium Bicarbonate 1meq/ml, 20ml, IV Infusion		999	amp/vial	299.75	299,450.25		
7	Sodium Bicarbonate 1 meq/ml 50ml, IV Infusion		1,708	amp/vial	176.95	302,230.60		
8	Adenosine 3mg/ml, 2ml		216	vial	344.30	74,368.80		

	(6mg/2ml) vial (IV)							
9	Cefixime, 20mg/ml drops, 10ml		16	bottle	228.00	3,648.00		
10	Cefuroxime, 125mg/5ml powder for susp., 70ml		120	bottle	243.60	29,232.00		
<b>TOTAL:</b>						<b>2,384,402.05</b>		

**NOTE: The prices per item in the offer (regardless if the project is considered as one contract or several lots) must not exceed the approved unit price per item.**

**DELIVERY TERM: within 30 calendar days upon issuance of Notice to Proceed**

**DELIVERY PLACE: please refer to Terms of Reference**

**PAYMENT TERM: within 45 days after completion of delivery and inspection and acceptance by the Procuring Entity as evidenced by a Certificate to that effect**

I hereby certify that the products to be delivered will conform to the specifications stated in the Item Description and provisions in the Terms of Reference, if any, and I hereby agree to the Terms of Delivery indicated in the submitted form.

**Conforme:**

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Position**

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

# TERMS OF REFERENCE

## PASIG CITY GENERAL HOSPITAL PASIG CITY CHILDREN'S HOSPITAL – CHILD'S HOPE

### TERMS OF REFERENCE NEGOTIATED PURCHASE OF VARIOUS DRUGS & MEDICINES FOR CY 2024 ABC: PHP2,384,402.05

#### A. POST QUALIFICATION REQUIREMENT

1. Certificate of Product Registration (CPR) or Certificate of Listing of Identical Drug Product (CLIDP) from FDA (DOH – AO. 2005-0031)
  - a. If expired attach receipt of renewal / certificate of renewal and tracking history from FDA e-portal
  - b. New product should be at least one (1) year existing in the market at the time the CPR was issued.
2. Valid License to Operate (LTO)

#### B. TO BE SUBMITTED UPON ISSUANCE OF NOTICE OF AWARD (NOA)

1. Valid Certificate of Distributorship
2. Certificate of Good Manufacturing Practice (CGMP) from Food and Drug Administration (FDA)

#### C. GENERAL PROVISION

1. Brand name specified on the CPR should be written on the Bill of Quantities but in case no Brand name is available on the CPR the manufacturer's name should be written instead.
2. 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.
3. 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.
4. 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.
5. Replacement of stocks should be **within thirty (30) days** after date of pull –out and receipts of expired or expiring products.
6. Thermolabile medicines and vaccines must be maintained in a cold chain during transport as evidenced by a thermo strip to be presented upon delivery to be checked by receiving officer or by PSR and Pharmacy.
7. Winning bidder who will not comply with the deliveries and terms of reference could be meted by **BLACK LISTING** the supplier.
8. Changing of Brand Name is not allowed.

#### D. TERMS OF DELIVERY

FULL DELIVERY – 30 Days Upon Receipt of NTP

#### E. TERMS OF PAYMENT

45 Days upon completion of delivery

#### F. DELIVERY PLACE

1. Pasig City General Hospital
2. Pasig City Children's Hospital – Child's Hope



# SCHEDULE OF DELIVERY

## CONSOLIDATED REQUEST FOR NEGOTIATED PURCHASE OF VARIOUS DRUG & MEDICINES CY 2024 -PCGH & PCCH

### SCHEDULE OF DELIVERY

ITEM	DESCRIPTION	UNIT	TOTAL QUANTITY	30 DAYS UPON RECEIPT OF NTP	
				PCGH	PCCH
1	ACICLOVIR 25MG/ML,10ML VIAL	Vial	232	66	166
2	AMINOPHYLLINE 25MG/ML (250MG), 10ML AMP.	Amp	120	120	
3	ATROPINE SULFATE 1MG/ML, 1ML AMP.	Amp	1,124	1,041	83
4	BUPIVACAINE 0.5% (ISOBARIC ) 10ML (SPINAL)	Amp/Vial	1,374	1,208	166
5	BUPIVACAINE 0.5% 4ML (SPINAL) WITH 8% DEXTROSE	Amp/Vial	1,349	1,183	166
6	SODIUM BICARBONATE 1MEQ/ML, 20ML IV INFUSION	Amp/Vial	999		999
7	SODIUM BICARBONATE 1MEQ/ML, 50ML IV INFUSION	Amp/Vial	1,708	1,708	
8	ADENOSINE 3MG/ML , 2ML(6MG/2ML) VIAL (IV)	Vial	216	133	83
9	CEFIXIME 20MG/ML DROPS, 10ML	Bottle	16		16
10	CEFUROXIME 125MG/5ML POWDER FOR SUSP. 70ML	Bottle	120		120

# DISTRIBUTION LIST

## CONSOLIDATED REQUEST FOR NEGOTIATED PURCHASE OF VARIOUS DRUGS AND MEDICINES CY 2024 - PCGH & PCCH

### DISTRIBUTION LIST

ITEM	DESCRIPTION	UNIT	UNIT COST	PCGH	AMOUNT	PCCH	AMOUNT	QUANTITY	AMOUNT
1	ACICLOVIR 25MG/ML,10ML VIAL	Vial	263.40	66	17,384.40	166	43,724.40	232	61,108.80
2	AMINOPHYLLINE 25MG/ML (250MG), 10ML AMP.	Amp	45.60	120	5,472.00		0.00	120	5,472.00
3	ATROPINE SULFATE 1MG/ML, 1ML AMP.	Amp	138.00	1,041	143,658.00	83	11,454.00	1,124	155,112.00
4	BUPIVACAINE 0.5% (ISOBARIC ) 10ML (SPINAL)	Amp/Vial	392.40	1,208	474,019.20	166	65,138.40	1,374	539,157.60
5	BUPIVACAINE 0.5% 4ML (SPINAL) WITH 8% DEXTROSE	Amp/Vial	678.00	1,183	802,074.00	166	112,548.00	1,349	914,622.00
6	SODIUM BICARBONATE 1MEQ/ML, 20ML IV INFUSION	Amp/Vial	299.75		0.00	999	299,450.25	999	299,450.25
7	SODIUM BICARBONATE 1MEQ/ML, 50ML IV INFUSION	Amp/Vial	176.95	1,708	302,230.60		0.00	1,708	302,230.60
8	ADENOSINE 3MG/ML , 2ML(6MG/2ML) VIAL (IV)	Vial	344.30	133	45,791.90	83	28,576.90	216	74,368.80
9	CEFIXIME 20MG/ML DROPS, 10ML	Bottle	228.00		0.00	16	3,648.00	16	3,648.00
10	CEFUROXIME 125MG/5ML POWDER FOR SUSP. 70ML	Bottle	243.60		0.00	120	29,232.00	120	29,232.00
<b>GRAND TOTAL AMOUNT</b>					<b>1,790,630.10</b>		<b>593,771.95</b>		<b>2,384,402.05</b>

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*