

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-05-322

RFQ No.: 2021-12-1105

End-user: HRWS

Date: DEC 15 2021

Name of Project:

ABC: ₱161,924.00

PURCHASE AND DELIVERY OF MEDICINES FOR STAFF

Mode of Procurement:

SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described in the succeeding pages inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before

DEC 20 2021, 12:00NN.

ENRIQUE H. GASCON JR.  
OIC-ARDA/BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a dash or zero shall be deemed free of charge.
3. All entries must be typewritten/printed/longhand. Any erasure in the quotation must be countersigned by the bidder/representative, otherwise quotation will be rejected.
4. The Procuring Entity may give due preference to goods being offered with green component.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is as indicated in the next page.
7. **Price validity shall be for the duration of the Purchase Order.**
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - o Updated Mayor's / Business Permit
  - o PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)
  - o Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer** after Bid Evaluation shall be disqualified.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications and the terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the following document prior to issuance of Award / Purchase Order with ABC amounting to P50,000.00 and above.
  - o Omnibus Sworn Statement (only for Negotiated Procurement - Emergency Cases, Sec. 53.2 and Small Value Procurement Sec. 53.9)
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR.**
14. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>PURCHASE AND DELIVERY OF MEDICINES FOR STAFF</b>				
1	Losartan 50 mg tablet/capsule	220	piece		
2	Rosuvastatin 10 mg tablet/capsule	50	piece		
3	Amlodopine 5mg tablet	100	piece		
4	Amlodopine 10mg tablet	100	piece		
5	Gentian root (Gentianae radix) 6 mg, primrose flowers with calyx (Primulae flos) 18 mg, common sorrel herb (Rumicus herba) 18 mg, elder flowers (Sambuci flos) 18 mg and shop vervain wort (Verbenae herba) 18 mg capsule	50	piece		
6	Loratidine tablets 10 mg tablet	125	piece		
7	Mometasone Furoate (nasal spray)	3	bottle		
8	Guaifenesin, Sodium Citrate, Dextromethorphan HBr (100 mg / 200 mg / 10 mg / 5 ml Syrup) 120 ml syrup	5	bottle		
9	Paracetamol 500mg/ Phenylpropanolamine 25 mg/ Chlorphenamine maleate 2mg tablet	460	piece		
10	Irbesartan 150mg tablet	50	piece		
11	Paracetamol 325 mg, Guaifenesin 50 mg, Phenylpropanolamine Hydrochloride 12.5 mg, Dextromethorphan Hydrobromide 10 mg, Chlorphenamine Maleate 1 mg tablet	60	piece		
12	Trimetazidine 35 mg tablet	30	piece		
13	Methyl Salicylate 36mg, 1-Menthol 33mg, Tocopherol Acetate (Vit. E) 12mg, d1-Camphor (7.1mg) Medicated Patch, 10 patches/box	80	box		
14	Carvedilol, 12.5mg tablet	50	piece		
15	Pantoprazole + Domperidone (40mg + 30mg) tablet	20	piece		
16	Sodium alginate, sodium bicarbonate, calcium carbonate (250mg/133.50mg/80mg per tablet)	50	piece		
17	Multivitamins with minerals, ginseng, lecithin, royal jelly , and dimethylaminoethanol (543 mg/200mg/20mg/5mg/30mg) capsule	125	piece		
18	Folic acid, 5mg tablet	60	piece		
19	Ferrous Sulfate + Folic Acid, 300mcg/250mcg, 100s/box	15	box		
20	Betahistine, 8mg tablet	30	piece		
21	Ibuprofen 400mg soft gel capsule	400	piece		
22	Omeprazole, 20mg tablet	50	piece		
23	Sodium Ascorbate with zinc 500mg capsule	100	piece		
24	Camphor 5.26%, eucalyptus oil 1.33%, menthol 2.82% balm. 5g	60	piece		
25	Diamicon MR 200mg tablet	20	piece		
26	Famotidine, calcium carbonate, magnesium hydroxide (10 mg /800 mg/ 165mg) tablet	100	piece		
27	Mefenamic Acid 500mg/capsule	200	piece		
28	Calcium carbonate 500mg tablet, 100pcs/box	25	box		

29	Multivitamins + Iron (dl-Alpha Tocopheryl Acetate (Vitamin E) 30 IU, Ascorbic Acid 500 mg, Niacinamide (Vit B3) 100 mg, Iron (as Ferrous Fumarate) 27mg, Pantothenic Acid (as Calcium Pantothenate) (Vit B5) 20mg, Thiamine Hydrochloride (Vit B1) 15mg, Riboflavin (Vit B2) 10 mg, Pyridoxine (as Hydrochloride) (Vit B6) 5mg, Folic Acid (Vit B9) 400 mcg, Biotin (Vit B7) 45 mcg, Cyanocobalamin (Vit B12) 12 mcg) 30 tablets per bottle	280	bottles	
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**TOTAL PRICE**

	OTHER REQUIREMENTS	COMPLIANCE <small>Place a check (✓) mark whether can comply or not, no check mark will mean non-compliance</small>		REMARKS
		Can Comply	Cannot Comply	
	The delivery of the goods is within 5 calendar days upon receipt of Purchase Order.	[ ]	[ ]	
	The items expiration date must be at least 2 years from year of delivery	[ ]	[ ]	
	Delivery Place: DSWD-CAR, 40 North Drive, Baguio City	[ ]	[ ]	

• Award shall be made per:  Lot basis  Total Quoted Price

*Note: **NO GIFT ALLOWED.** Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.*

Sir: After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

*Signature of supplier/representative over printed name:* \_\_\_\_\_

*of Firm/Dealer/Contractor:* \_\_\_\_\_

(This will be the name of the CHEQUE to be issued)

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

\_\_\_\_\_  
Name and Signature of Convasser

*Email Address:* \_\_\_\_\_

*Contact Number/s:* \_\_\_\_\_

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

