



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date: November 24, 2020
PR No: GF-20-07-01156

Name of Company : _____
Address : _____
Contact No. : _____

Project Title : **VARIOUS DRUGS AND MEDICINES**

Approved Budget for the Contract : **Php 18,290.46**

End-User / Implementing Office : **QUEZON CITY UNIVERSITY**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than November 27, 2020, 10:00 AM Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: **VARIOUS DRUGS AND MEDICINES**

**Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound**

For any clarification you may contact us at 89884242 loc. 8505/8709.


ATTY. DOMINIC B. GARCIA
Officer-In-Charge/Head, BAC Secretariat

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall 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.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	ALUMINUM HYDROXIDE/ MAGNESIUM HYDROXIDE 200mg/100mg	TABLET	400		
2	CALAMINE CREAM (ZINC OXIDE + CALAMINE) 25g topical antihistamine, soothes and relieves nappy rashes, prickly heat, minor skin irritations, insect bites and sun burn	TUBE	6		
3	CINNARIZINE 25mg	TABLET	300		
4	HYOSCINE BUTYLBROMIDE 10mg	TABLET	600		
5	LIDOCAINE HCl EPINEPHRINE 1.8ml 20mg/10mcg per ml solution for injection local anesthesia	DENTAL CARPULE	40		
6	LOPERAMIDE HYDROCHLORIDE 2mg	CAPSULE	600		
7	LORATADINE 10mg	TABLET	600		
8	MEFENAMIC ACID 500mg	CAPSULE	1000		
9	METOCLOPRAMIDE 10mg tablet	TABLET	100		
10	MUPIROCIIN 2% CREAM 2%, 15g tube	TUBE	6		
11	PARACETAMOL 500mg	TABLET	500		
12	PHENYLEPHRINE HYDROCHLORIDE + CHLORPHENAMINE MALEATE + PARACETAMOL 10mg/2mg/500mg	TABLET	500		
13	SALBUTAMOL 1mg/ml (2.5mg/2.5ml) Nebule for nebulizer	PC/NEB	90		
Total Quoted Amount					

Amount in Words:

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. <i>Copy of current and valid Certificate of Product Registration (CPR)</i>	
2. <i>Copy of valid, current License to Operate from FDA and/or DOH Accreditation as Supplier, Distributor or Manufacturer for Drugs and Medicines.</i>	
3. <i>Statement of the bidder specifying that the expiry dates of the medicines must not be less than eighteen (18) months from date of delivery</i>	

Delivery Period : Fifteen (15) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

GF-20-07-01156