



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
BAC- Goods and Services  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date : **OCTOBER 12, 2021**  
PR No. : **QCU-21-DM-556B**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF VARIOUS DRUGS AND MEDICINES**  
Approved budget of the Contract : **P 424,472.80**  
End-User / **QUEZON CITY UNIVERSITY**  
Implementing Office : \_\_\_\_\_

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 OCTOBER 15, 2021 10:00AM 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 (2021);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00)
- 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 :** **PROCUREMENT OF 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. 8506/8709.

  
**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 initialed 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	Hyoscine butylbromide, 10mg	tablet	800		
3	Loperamide hydrochloride, 2mg	capsule	800		
4	Loratadine 10mg	tablet	800		
5	Mefenamic acid, 500mg	capsule	800		
6	Phenylephrine hydrochloride + chlorphenamine maleate + paracetamol, 10mg/2mg/500mg	tablet	800		
7	Salbutamol 1mg/1ml (2.5mg/2.5ml), nebule for nebulizer	nebule	160		
8	Mupirocin 2% cream, 2 % 15g tube	tube	80		
9	Metoclopramide, 10mg tablet	tablet	80		
10	Calamine cream (zinc oxide + calamine), 25g topical antihistamine, soothes and relieves nappy rashes, prickly heat, minor skin irritations, insect bites and sun burn	tube	80		
11	Topical anesthetic gel for oral cavity 30g, anesthesia is accomplished within 15 sec., lidocaine 15% in a water soluble polyethylene glycol base	piece	80		
12	Lidocaine HCl Epinephrine 1.8ml, 20mg/10mcg per ml solution for injection local anesthesia	Dental carpule	80		
13	Paracetamol, 500mg	tablet	800		
<b>Total Quoted Amount</b>					

Amount in Words: \_\_\_\_\_

#### Other Requirements:

- Copy of valid, current License to Operate from FDA and/or DOH Accreditation as Supplier, Distributor or Manufacturer for Drugs and Medicines.
- Copy of current and valid Certificate of Product Registration (CPR) for the items.
- Statement of the bidder specifying that the expiration dates of the drugs and medicines from the date of delivery shall be two (2) to three (3) years for oral respiratory drugs, intravenous and peritoneal solutions, topical, ophthalmologic and ENT preparations; one (1) to two (2) years for injectables; one (1) year for anesthetics.

Delivery Period : thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address