



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City

8988-4242 local 8712 / 8710 / 8709

bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 35.1

DATE : October 02, 2025

PROJECT NO. : QCU-25-DM-0844C

Name of Company :
Address :
Contact No. :
Project Title : PROCUREMENT OF VARIOUS DRUGS AND MEDICINES
Approved Budget of the Contract : Php133,074.90
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 October 07, 2025 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 (2025);
4 Tax Clearance; and
5 Omnibus Sworn Statement prescribed by the QC BAC- Goods and Services
6 Income/Business Tax Return (for FY 2024) (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 issued by QC BAC- Goods and Services.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.

MA. MARGARITA S. MEJIA, DPA
Chairperson, BAC Goods and Services



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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	Mefenamic Acid, 500mg, capsule	Capsule	900		
2	Cetirizine Hydrochloride, 10mg/tablet	Tablet	500		
3	Phenylpropanolamine Hydrochloride + Chlorphenamine Maleate + Paracetamol, 25mg/2mg/325mg tablet	Tablet	1,000		
4	Acetylcysteine, 600mg granules for solution	Sachet	500		
5	Hyoscine N-Butylbromine, 10 mg tablet	Tablet	500		
6	Betahistine Hydrochloride, 16mg, tablet	Tablet	300		
7	Metoclopramide, 10mg, tablet	Tablet	200		
8	Paracetamol, 500mg, tablet	Tablet	1,500		
9	Zinc Oxide + Calamine, 555.7mg/164.5mg/3.5g, ointment	Sachet	300		
10	Mupirocin, antibacterial, 20mg/g ointment, 5g/tube	Tube	6		
11	Tobramycin, 3mg/ml, 5ml eyedrops	Bottle	3		
12	Benzocaine + Boric Acid + Eucalyptus, 10 mg/50mg/15mg per gram ointment, 15g/tube	Tube	3		
13	Oral Rehydration Salt, 4.1g, granules for solution 10s/box	Box	20		
14	Loperamide, 2mg tablet, 20s/pack	Pack	15		
15	Aluminum Hydroxide + Magnesium Hydroxide, 200mg/100mg tablet, 20s/pack	Pack	50		
16	Clonidine HCl, 75mcg, tablet	Tablet	300		
TOTAL					

Amount in Words:

OTHER REQUIREMENT/S:

- 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 drugs



Delivery Period : **Thirty (30) Calendar Days**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address