



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
General Solano Street, San Miguel, Manila

**REQUEST FOR QUOTATION**

The **Department of Budget and Management (DBM)** – Bids and Awards Committee (BAC) through its **Administrative Service - Procurement Management Division**, will undertake a Small Value Procurement for the **Supply and Delivery of Various Medical Supplies** for FY 2020 in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than November 9, 2020, 2:00 P.M.** at the Administrative Service, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Open submission may be submitted, manually or through email at [mcadiz@dbm.gov.ph](mailto:mcadiz@dbm.gov.ph).

A copy of your **2020 Business/Mayor's Permit, PhilGEPS Registration Number** is also required to be submitted along with your quotation/proposal.

A **notarized Omnibus Sworn Statement, Latest Income/ Business Tax Return (for ABC's above Php 500k)** will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at [mcadiz@dbm.gov.ph](mailto:mcadiz@dbm.gov.ph)

  
**JOYCE D. LABAO**

OIC- Chief Administrative Officer *for*  
Procurement Management Division

**Date:** \_\_\_\_\_

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

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

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

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

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

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

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Bidder's must state here either "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

| Specification  | Quantity         | Unit Cost | Total Cost | Bidder's Statement of Compliance |
|--|------------------|-----------|------------|----------------------------------|
| <b>Arm Sling</b><br>Universal sling supports the arm for recuperation from fractures, sprains, or surgery of arm or hand<br>Ideally sized for both adults and youths to fit either arm<br>Comes with an easy-to-use adjustable sizing strap<br>Constructed from lightweight breathable material, the arm sling remains cool and comfortable throughout the day | <b>10 pieces</b> |           |            |                                  |
| <b>Elastic Bandages 2"</b><br>2" x 5 yards x 1 Roll<br>Woven elastic cloth made of cotton and synthetic thread<br>Light, soft, porous, sterilizable and washable   | <b>6 rolls</b>   |           |            |                                  |
| <b>Elastic Bandages 4"</b><br>4" x 5 yards x 1 Roll<br>Woven elastic cloth made of cotton and synthetic thread<br>Light, soft, porous, sterilizable and washable   | <b>6 rolls</b>   |           |            |                                  |
| <b>Medical Tape 1"</b><br>1 inch size<br>Length: 9m  | <b>3 boxes</b>   |           |            |                                  |
| <b>Bandage Scissor</b><br>Bandage scissors 5.5": Working end length 2 inch/5cm. Bandage scissors are angled tip scissors, with a blunt tip on the bottom blade   | <b>2 pair</b>    |           |            |                                  |
| <b>Forceps</b><br>5"(12.5cm) stainless steel locking straight tip forceps  | <b>2 pair</b>    |           |            |                                  |
|  |                  |           |            |                                  |

|   |                   |  |  |  |
|---|-------------------|--|--|--|
| <b>Gauze Bandage Roll</b><br>Cotton Mesh<br>4 x 10<br>12 rolls per box  | <b>2 boxes</b>    |  |  |  |
| <b>Gauze Pad 4x4</b><br>4x4<br>100 pcs./ box  | <b>2 boxes</b>    |  |  |  |
| <b>Medical Plaster / Strips</b><br>25 plaster/box<br>72mmx19mm<br>Cushioned; sterilised; ventilated; and water resistant to allow the wound to breathe and help the natural healing process. Latex free and suitable for sensitive skin   | <b>5 boxes</b>    |  |  |  |
| <b>Cotton Balls 300's</b>   | <b>5 packs</b>    |  |  |  |
| <b>Cotton Rolls 400g</b>  | <b>5 rolls</b>    |  |  |  |
| <b>Povidone-Iodine 120mL</b><br>10% Antiseptic<br>120 mL  | <b>10 bottles</b> |  |  |  |
| <b>Hydrogen peroxide 500 mL</b><br>3% Solution<br>500mL   | <b>5 bottles</b>  |  |  |  |
| <b>Vaporub</b><br>50g   | <b>5 bottles</b>  |  |  |  |
| <b>Methyl Salicylate Camphor Menthol( Painkiller Liniment) 100mL</b><br>100mL   | <b>5 bottles</b>  |  |  |  |
| <b>Ammonia 60mL</b><br>Each solution contains 3.4g/ 3.6mL per 100mL of Ammonium Carbonate Strong Ammonia  | <b>5 bottles</b>  |  |  |  |
| <b>Methyl Salicylate Camphor Menthol( Ointment) 30g</b>   | <b>5 bottles</b>  |  |  |  |
| <b>Surgical Gloves Sterile</b><br>50 pairs/box<br>Sterile<br>Natural Latex Rubber<br>Size: 6.5 inch   | <b>2 boxes</b>    |  |  |  |
| <b>Surgical Gloves Non-Sterile</b><br>50 pairs/box<br>Non-Sterile<br>Natural Latex Rubber<br>Size: 6.5 inch   | <b>2 boxes</b>    |  |  |  |
| <b>Nasal Cannula Adult</b><br>Size : Adult<br>Star lumen main tube to avoid accidental blockage<br>Soft and kink resistant PVC tubing<br>Soft twin prong nasal tips to ensure equal distribution of oxygen through both air passages which provides maximum patient comfort<br>Tube length: 200cm | <b>8 pieces</b>   |  |  |  |

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|   |                   |  |  |  |
|---|-------------------|--|--|--|
| <b>Nasal Cannula Pedia</b><br>Size: Pedia (Good for 3-7 years old)<br>Clear, lightweight cannula for oxygen<br>30 LPM Max Flow Rate<br>Tube Length: 7 feet  | <b>2 pieces</b>   |  |  |  |
| <b>Oxygen Mask</b><br>Can be connected to the oxygen tank or any oxygen source<br>With 7 feet tubing<br>Standard adult size suitable for use for teenagers to adults<br>With elastic adjustable strap<br>Comes with adjustable aluminum nose clips secure it for a better fit | <b>5 pieces</b>   |  |  |  |
| <b>Paracetamol 500mg</b><br>500mg/tablet<br>150 pcs. tablet   | <b>150 pieces</b> |  |  |  |
| <b>Phenylephrine Hcl + Chlorphenamine Maleate + Paracetamol</b><br>500mg/tablet<br>150 pcs. tablet  | <b>150 pieces</b> |  |  |  |
| <b>Phenylephrine HCl Paracetamol (Non drowse)</b><br>500mg/tablet<br>120 pcs. tablet  | <b>120 pieces</b> |  |  |  |
| <b>Carbocisteine Capsule</b><br>500mg/tablet<br>120 pcs. capsule  | <b>120 pieces</b> |  |  |  |
| <b>Aluminum Hydroxide Magnesium Hydroxide Simeticone</b><br>Each tablet contains Aluminum Hydroxide 178 mg; Magnesium Hydroxide 233 mg; Simeticone 30 mg.<br>120 pcs. tablet  | <b>120 pieces</b> |  |  |  |
| <b>Hyoscine Butylbromide</b><br>Each tablet contains 10mg of Hyoscine-N-Butylbromide<br>120 pcs. tablet   | <b>120 pcs.</b>   |  |  |  |
| <b>Loperamide</b><br>2mg capsule<br>120 pcs. Of capsule   | <b>120 pieces</b> |  |  |  |
| <b>Clonidine Hydrochloride 75mg</b><br>75mcg tablet   | <b>50 pieces</b>  |  |  |  |
| <b>Salbutamol Nebule</b><br>2.5mg<br>10 pcs ampoules  | <b>10 pieces</b>  |  |  |  |
| <b>Burn Ointment 15g</b><br>15g   | <b>10 tube</b>    |  |  |  |
| <b>Cetirizine tablet</b><br>10mg  | <b>30 pieces</b>  |  |  |  |
| <b>Mefenamic Acid 500mg</b><br>500mg/tablet   | <b>50 pieces</b>  |  |  |  |
| <b>Ibuprofen + Paracetamol tablet</b>   | <b>50 pieces</b>  |  |  |  |

|   |                                 |  |  |  |
|---|---------------------------------|--|--|--|
| 200mg<br>50 pcs. tablet                     |                                 |  |  |  |
| <b>Sodium Ascorbate with Zinc</b><br>500 mg | <b>112,500</b><br><b>pieces</b> |  |  |  |

*\*The above quoted prices are inclusive of all costs and applicable taxes.*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date to the project site.

| <b>Supply and Delivery of Various Medical Supplies</b>   |                          |   |
|--|--------------------------|---|
| <b>SCHEDULE OF REQUIREMENTS</b>  | <b>Delivery Schedule</b> | <b>Bidder's Statement of Compliance</b> |
| All items shall be delivered within seven (7) working days after the issuance of Notice to Proceed for the approval of Administrative Service- General Services Division |                          |   |

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

| <b>Supply and Delivery of Various Medical Supplies</b>                   |                                |
|--|--------------------------------|
| <b>Approved Budget for the Contract</b>                                  | <b>Total Offered Quotation</b> |
| <b>Nine Hundred Thirty-Four Thousand Pesos</b><br><b>(PhP934,000.00)</b> | In words: _____                |
|  | _____                          |
|  | In figures: _____              |
|  | _____                          |

***Payment Details:***

|   |
|---|
| <p><i>Banking Institution:</i> _____</p> <p><i>Account Number:</i> _____</p> <p><i>Account Name :</i> _____</p> <p><i>Branch:</i> _____</p> |
|---|

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

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/MobileNo.

\_\_\_\_\_  
Email address/es

**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. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) 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 item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM 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.

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

\_\_\_\_\_  
Position/Designation