



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION
No. 23-039

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Additional Medical-grade Supplies and Medicines for the DBM CO Clinic**" for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than May 12, 2023 2:00 PM** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2023 **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit.

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


AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

1. Accomplish this Request for Quotation (RFQ) correctly and accurately.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.

If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.

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.

Sir/Madam:

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:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Total Cost (Vat Inclusive)
Additional Medical-grade Supplies and Medicines for the DBM CO Clinic				
	<p>Supply and Delivery of Additional Medicines</p> <ul style="list-style-type: none"> - Hyoscine-N-Butylbromide 20mg/ml, ampule 20 ampule - Metoclopramide 10mg, ampule 20 ampule - Salbutamol 1mg/ml, nebule 10 nebule - Epinephrine 1mg/ml, ampule 10 ampule - Hydrocortisone 100mg, vial 10 vial - Ketorolac Trometamol 30mg/ml, ampule 20 ampule - Diphenhydramine 50mg/ml/ ampule 20 ampule - Tetanus Toxoid, ampule 20 ampule - Tetanus Antitoxin, vial 20 vial - Silver Sulfadiazine 1% cream 20g, tube 2 tube <p><i>FDA Certification for the above-listed medicines</i></p> <p><i>Expiration date of the above-listed medicines should not be earlier than two (2) years from the date of delivery</i></p>			
	<p>Supply and Delivery of Additional Medical-grade Supplies</p> <ul style="list-style-type: none"> - Heplock, pieces 15 piece - IV Butterfly Cannula g24 15 piece - IV Butterfly Cannula g22 15 piece - Cardiac Board, pieces 3 piece 			

- Macroset	10 set		
- Intravenous Fluid, Plain Normal Saline Solution 1L, In Plastic Bottle	10 plastic bottle		
- Intravenous Fluid, 5% Dextrose in Lactated Ringer's Solution, In Plastic Bottle	10 plastic bottle		
- Sterile Water for Injection 50ml, In Plastic Bottle	10 plastic bottle		
- 5cc Syringe	20 piece		
- 3cc Syringe	20 piece		
- 1cc Syringe	20 piece		
- Tuberculin Syringe	20 piece		
- 10cc Syringe	20 piece		
- Splint Malleable/Moldable 18 inch	10 piece		
- Splint Malleable/Moldable 36 inch	10 piece		
- Finger Splint Malleable	10 piece		
- Thermometer, Axillary/Armpit Type Digital, Light Weight	3 piece		
- Elastic Bandage 6 inch	5 piece		
- Medical Grade Oxygen Refill for 50lbs tank	2 tank		
- Medical Grade Oxygen Refill for 5lbs tank	2 tank		
<i>FDA Certification for the above-listed supplies</i>			
<i>Expiration date of the above-listed supplies should not be earlier than three (3) years from the date of delivery</i>			

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

SCHEDULE OF REQUIREMENTS

**BIDDER'S
STATEMENT OF
COMPLIANCE**

Additional Medical-grade Supplies and Medicines for the DBM CO Clinic

Supply and Delivery of Additional Medicines

Within fifteen (15) calendar days upon receipt of Notice to Proceed

Description	Quantity
Hyoscine-N-Butylbromide 20mg/ml, ampule	20 ampule
Metoclopramide 10mg, ampule	20 ampule
Salbutamol 1mg/ml, nebule	10 nebule
Epinephrine 1mg/ml, ampule	10 ampule
Hydrocortisone 100mg, vial	10 vial
Ketorolac Trometamol 30mg/ml, ampule	20 ampule
Diphenhydramine 50mg/ml/ ampule	20 ampule
Tetanus Toxoid, ampule	20 ampule
Tetanus Antitoxin, vial	20 vial
Silver Sulfadiazine 1% cream 20g, tube	2 tube

FDA Certification for the above-listed medicines

Expiration date of the above-listed medicines should not be earlier than two (2) years from the date of delivery

Supply and Delivery of Additional Medical-grade Supplies

Within fifteen (15) calendar days upon receipt of Notice to Proceed

Description	Quantity
Heplock, pieces	15 piece
IV Butterfly Cannula g24	15 piece
IV Butterfly Cannula g22	15 piece

Cardiac Board, pieces	3 piece
Macroset	10 set
Intravenous Fluid, Plain Normal Saline Solution 1L, In Plastic Bottle	10 plastic bottle
Intravenous Fluid, 5% Dextrose in Lactated Ringer's Solution, In Plastic Bottle	10 plastic bottle
Sterile Water for Injection 50ml, In Plastic Bottle	10 plastic bottle
5cc Syringe	20 piece
3cc Syringe	20 piece
1cc Syringe	20 piece
Tuberculin Syringe	20 piece
10cc Syringe	20 piece
Splint Malleable/Moldable 18 inch	10 piece
Splint Malleable/Moldable 36 inch	10 piece
Finger Splint Malleable	10 piece
Thermometer, Axillary/Armpit Type Digital, Light Weight	3 piece
Elastic Bandage 6 inch	5 piece
Medical Grade Oxygen Refill for 50lbs tank	2 tank
Medical Grade Oxygen Refill for 5lbs tank	2 tank

FDA Certification for the above-listed supplies

Expiration date of the above-listed supplies should not be earlier than three (3) years from the date of delivery

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
Forty Five Thousand Five Hundred Pesos Only (Php45,500.00)	In words: _____ _____ _____ In figures: _____ _____ _____

Payment Details:

<u>Payment Terms:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

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 *sixty (60) calendar days* from the date of submission of quotation.
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 DBM 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 government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. 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 **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.

13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es