



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

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## **REQUEST FOR QUOTATION**

### **No. 24-034**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of Medical Supplies, Medicines, and Equipment for the DBM CO Clinic Lot 1: Supply and Delivery of Medical Supplies and Medicines for the DBM CO Clinic**" for FY 2024 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 13, 2024, 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 the email address indicated below.

A copy of your 2024 **Business/Mayor's Permit** 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.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms), Latest Income/Business Tax Return<sup>1</sup> (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from the receipt of notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.

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

  
**AARON ALBERTO A. ESCALONA**  
Chief Administrative Officer

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 of 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	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>Procurement of Medical Supplies, Medicines and Equipment for the DBM CO Clinic Lot 1: Supply and Delivery of Medical Supplies Medicines for the DBM CO Clinic</b>					
1.0	<b>Arm Sling, Medium</b> Universal sling supports the arm for recuperation from fractures, sprains, or surgery of arm or hand Comes with an easy-to-use adjustable sizing strap Constructed from lightweight breathable material, the arm sling remains cool and comfortable throughout the day.	10 piece			
2.0	<b>Arm Sling, Large</b> Universal sling supports the arm for recuperation from fractures, sprains, or surgery of arm or hand Ideally sized for both adults and youths to fit either arm Comes with an easy-to-use adjustable sizing strap Constructed from lightweight breathable material, the arm sling remains cool and comfortable throughout the day.	10 piece			
3.0	<b>Elastic Bandage 6"</b> Woven elastic cloth made of cotton and synthetic thread Light, soft, porous, and washable	30 piece			
4.0	<b>Medical Tape (Micropore)</b> 1 inch size, 12 pcs./box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	1 box			
5.0	<b>Medical Tape (Micropore)</b> 1/2 inch size, 12 pcs./box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	1 box			

6.0	<b>Gauze Bandage Roll</b> Mesh 4"x 6 yards 12 roll per box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	1 box			
7.0	<b>Sterile Gauze Pad</b> 4x4 100 piece per box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	1 box			
8.0	<b>Medical Plaster / Strips</b> Cushioned; sterilized; ventilated; and water resistant to allow the wound to breathe and help the natural healing process. Latex free and suitable for sensitive skin 100 strips/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	6 box			
9.0	<b>Cotton Balls</b> 300 balls/pack Soft, absorbent and hypoallergenic	5 pack			
10.0	<b>Alcohol Swab</b> 100 piece/box Thick, soft and hygienic swab <b>FDA Registered</b> <b>Expiry date should not be earlier than one (1) year from the date of delivery</b>	1 box			
11.0	<b>Nitrile Gloves (Blue)</b> 100 piece per box Medium, Non-Sterile, medical grade <b>FDA Registered</b>	1 box			
12.0	<b>Nitrile Gloves (Blue)</b> 100 piece per box Large, Non-Sterile, medical grade <b>FDA Registered</b>	1 box			
13.0	<b>Sterile Gloves, 50 pair per box</b> Size 7 <b>FDA Registered</b> <b>Expiry date should not earlier than three (3) years from the date of delivery</b>	1 box			

14.0	<b>Sterile Eye Pad</b> Sterile, soft non-woven fabric <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	10 pack			
15.0	<b>Penlight</b> , Medical type,Aluminum alloy	2 piece			
16.0	<b>Otoscope</b> Medical/ Diagnostic tool for ear examination With reusable tips attached for different ear canal Replaceable batteries (size AA)	2 set			
17.0	<b>Blood Sugar Test Strips</b> 50s per box Compatible with any Glucometer <b>FDA Registered</b> <b>Expiry date should not be earlier than one (1) year from the date of delivery</b>	4 box			
18.0	<b>Oxygen Regulator</b> Compatible with all oxygen tank	2 piece			
19.0	<b>Oxygen Mask</b> Made from special non-toxic medical grade PVC Adult size	2 piece			
20.0	<b>Ambu Bag Manual Resuscitator, Silicone</b> Tackle box, with manual, bag mask, reservoir bag, connector/oxygen tubing, manual resuscitator Adult size	2 set			
21.0	<b>Thermometer Axillary/ Armpit Type</b> Digital	5 piece			
22.0	<b>Paracetamol</b> , 500mg tablet 500 tablet/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	2 box			
23.0	<b>Phenylephrine HCL Paracetamol (Non-Drowsy)</b> , 500mg tablet 100 tablet/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	5 box			

24.0	<b>Carbocisteine</b> , 500mg capsule 100 capsule/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	5 box			
25.0	<b>Aluminum Hydroxide Magnesium Hydroxide Simethicone</b> , 100 tablet/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	5 box			
26.0	<b>Omeprazole</b> , 20mg tablet 30 tablet/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	4 box			
27.0	<b>Hyoscine N Butylbromide</b> , 10mg tablet 100 tablet/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	3 box			
28.0	<b>Loperamide</b> , 2mg capsule 100 capsule/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	2 box			
29.0	<b>Clonidine HCL</b> , 75mcg 100 tablet/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	4 box			
30.0	<b>Cetirizine</b> , 10mg tablet 100 tablet/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	5 box			
31.0	<b>Mefenamic Acid</b> , 500mg tablet 100 tablet/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	5 box			

32.0	<b>Ibuprofen + Paracetamol</b> 200mg/325mg capsule or tablet 100 cap or tab/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	3 box			
33.0	<b>Silver Sulfadiazine 1% Cream, 10g</b> <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	4 tube			
34.0	<b>Polymyxin B Sulfate Bacitracin Zinc Neomycin Sulfate</b> Skin Antibacterial Ointment 5g <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	4 tube			
35.0	<b>Petroleum Jelly, 50g</b> <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	2 bottle			
36.0	<b>Povidone-Iodine Wound Solution</b> 10% Antiseptic, 120 mL <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	3 bottle			
37.0	<b>Hydrogen Peroxide, 3% Solution</b> 120 mL <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	3 bottle			
38.0	<b>Aromatic Spirit of Ammonia, 30ml</b> <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	2 bottle			
39.0	<b>Hyoscine N Butylbromide Paracetamol, 10mg/500mg tablet</b> 100 tablet/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	4 box			

40.0	<b>Celexocib</b> , 200mg capsule 60 capsule per box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	5 box			
41.0	<b>Betahistine Dihydrochloride</b> 16mg tablet 100 tablet/box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	3 box			
42.0	<b>Metoclopramide</b> , 10mg tablet 100 tablet per box <b>FDA Registered</b> <b>Expiry date should not be earlier than three (3) years from the date of delivery</b>	2 box			

<b><u>SCHEDULE OF REQUIREMENTS</u></b>		<b>Bidder's Statement of Compliance</b>
<b>Procurement of Medical Supplies, Medicines and Equipment for the DBM CO Clinic Lot 1: Supply and Delivery of Medical Supplies Medicines for the DBM CO Clinic</b>		
A.	Supply and Delivery of Medical Supplies and Medicines for the DBM CO Clinic - <b><i>Within thirty (30) calendar days upon receipt of the Notice to Proceed</i></b>	
B.	<b>FDA Certificate of Registration</b> or In case of No Submission, <b>Provision of Product Registration Number</b> (to be verified through the FDA Verification Portal) - <b><i>Upon submission of bid</i></b>	



<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>One Hundred Fifty Thousand Pesos only</b>  <b>(Php 150,000.00)</b>	In words: _____ _____ _____ _____ In figures: _____ _____ _____ _____

<b><u>Payment Details:</u></b>	
<b><u>Payment Terms:</u></b>	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 an 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 the 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 the 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:**

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email address/es