



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

REQUEST FOR QUOTATION
No. 24-011

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 February 12, 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), Income/Business Tax Return¹ (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.²

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


AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹Manually filed tax returns or filed through the EFPS

²Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

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)
A.	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	1 lot			

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 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:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Detailed Technical Specifications

	Particulars	Quantity	Unit Cost	Total Cost
1.	Arm Sling, Medium Universal sling supports the arm for recuperation from fractures, sprains, or surgery of arm or hand	10 pieces		
2.	Arm Sling, Large 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. 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 pieces		
3.	Elastic Bandage 6" Woven elastic cloth made of cotton and synthetic thread Light, soft, porous, and washable FDA Registered	30 pieces		
4.	Medical Tape (Micropore) 1 inch size, 12 pcs./box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	1 box		
5.	Medical Tape (Micropore) 1/2 inch size, 12 pcs./box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	1 box		
6.	Gauze Bandage Roll Mesh 4"x 6 yards 12/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	1 box		
7.	Sterile Gauze Pad 4x4 100/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	1 box		

8.	Medical Plaster / Strips 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/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	6 boxes		
9.	Cotton Balls 300s Soft, absorbent, and hypoallergenic	5 pack		
10.	Alcohol Swab 100s Thick, soft, and hygienic swab FDA Registered Expiry date should not be earlier than one (1) year from the date of delivery	1 box		
11.	Nitrile Gloves (Blue) 100s per box Medium, Non-Sterile, medical grade FDA Registered	1 box		
12.	Nitrile Gloves (Blue) 100s per box Large, Non-Sterile, medical grade FDA Registered	1 box		
13.	Sterile Gloves 50 pair per box Size 7 FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	1 box		
14.	Sterile Eye Pad Sterile, soft non-woven fabric FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	10 pack		
15.	Penlight Medical type Aluminum alloy	2 pieces		
16.	Otoscope Medical/ Diagnostic tool for ear examination With reusable tips attached for different ear canal Replaceable batteries (size AA)	2 set		
17.	Blood Sugar Test Strips 50s per box Compatible with any Glucometer FDA Registered	4 boxes		

	Expiry date should not be earlier than one (1) year from the date of delivery			
18.	Oxygen Regulator Compatible with all oxygen tank	2 pieces		
19.	Oxygen Mask Made from special non-toxic medical grade PVC Adult size FDA Registered	2 pieces		
20.	Ambu Bag Manual Resuscitator, Silicone Tackle box, with manual, bag mask, reservoir bag, connector/oxygen tubing, manual resuscitator Adult size	2 set		
21.	Thermometer Axillary/ Armpit Type Digital	5 pieces		
22.	Paracetamol 500mg tablet 500 tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery.	2 boxes		
23.	Phenylephrine HCL Paracetamol (Non-Drowsy) 500mg tablet 100/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes		
24.	Carbocisteine 500mg capsule 100/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes		
25.	Aluminum Hydroxide Magnesium Hydroxide Simethicone 100/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes		
26.	Omeprazole 20mg tablet 30 tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	4 boxes		
27.	Hyoscine N Butylbromide 10mg tablet 100 tablet/box	3 boxes		

	FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery			
28.	Loperamide 2mg capsule FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	2 boxes		
29.	Clonidine HCL 75mcg 100tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	4 boxes		
30.	Cetirizine 10mg tablet 100tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes		
31.	Mefenamic Acid 500mg tablet 100/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes		
32.	Ibuprofen + Paracetamol 200mg/325 capsule or tablet 100/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	3 boxes		
33.	Silver Sulfadiazine 1% Cream 10g FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	4 tubes		
34.	Polymyxin B Sulfate Bacitracin Zinc Neomycin Sulfate Skin Antibacterial Ointment 5g FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	4 tubes		
35.	Petroleum Jelly 50g FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	2 bottles		

36.	Povidone-Iodine Wound Solution 10% Antiseptic 120 mL FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	3 bottles		
37.	Hydrogen Peroxide 3% Solution 120 mL FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	3 bottles		
38.	Aromatic Spirit of Ammonia 30ml FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	2 bottles		
39.	Hyoscine N Butylbromide Paracetamol 10mg/500mg tablet 100 tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	4 boxes		
40.	Celecoxib 200mg capsule 60 capsule per box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes		
41.	Betahistine Dihydrochloride 16mg tablet, 100 per box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	3 boxes		
42.	Metoclopramide 10mg tablet 100 tablet per box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	2 boxes		

Total Cost:

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