



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

REQUEST FOR QUOTATION

No. 25-028

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of Medicines and Supplies for the DBM Clinic**" for FY 2025 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, 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 June 4, 2025, 2:00 P.M.** 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 **(1) 2025 Business/Mayor's Permit; (2) PhilGEPS Registration Number; (3) Valid License to Operate (LTO) issued by the Food and Drug Administration (FDA) for Suppliers, Distributors, and Traders; (4) Valid Certificate of Product Registration issued by the FDA; and (5) Batch Notification, Lot Release Certification from FDA or its equivalent, as required by FDA for specific Drugs and Medicines** are 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) and Income/ Business Tax Return (for ABC's above Php 500k)¹** 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 Quotation².

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


AARON ALBERTO A. ESCALONA
Chief Administrative Officer 

¹ Manually filed tax returns or filed through the EFPS

² Failure 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 SPECIFICATIONS

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.

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. Supply and Delivery of the following medicines for the DBM Clinic					
1	Paracetamol 500mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With a Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes			
2	Phenylpropanolamine HCL Chlorphenamine Maleate Paracetamol 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With a Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes			
3	Carbocisteine 500mg capsule 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes			
4	Aluminum Hydroxide Magnesium Hydroxide Simethicone Suspension 250ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 bottles			
5	Aluminum Hydroxide Magnesium Hydroxide Suspension 180ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	4 bottles			
6	Omeprazole 40mg tablet 30 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	4 boxes			



Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
7	Hyoscine N Butylbromide 10mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 boxes			
8	Loperamide 2mg capsule 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 boxes			
9	Clonidine HCL 75mcg 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 boxes			
10	Cetirizine 10mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes			
11	Mefenamic Acid 500mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes			
12	Betahistine Dihydrochloride 16mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 boxes			



Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
13	Metoclopramide 10mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 boxes			
14	Ibuprofen + Paracetamol 100 cap/tablet per box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 boxes			
15	Silver Sulfadiazine 1% Cream 20mg Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 tubes			
16	Calamine + Diphenhydramine HCL Lotion 30ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 bottles			
17	Polymyxin B Sulfate Bacitracin Zinc Neomycin Sulfate Skin Antibacterial Ointment 5g Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 tubes			
18	Petroleum Jelly 50g Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 bottles			



Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
19	Povidone-Iodine Wound Solution 10% Antiseptic 120mL Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 bottles			
20	Hydrogen Peroxide 3% Solution 120mL Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 bottles			
21	Aromatic Spirit of Ammonia 30ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 bottles			
22	Salbutamol 1mg/ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	20 nebulas			
23	Diphenhydramine 50mg/ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	20 ampules			
24	Tetanus Toxoid Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration Batch Notification, Lot Release Certificate from FDA or its equivalent, as required by FDA for specific drugs and medicines	20 ampules			







Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
25	Tetanus Antitoxin Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration Batch Notification, Lot Release Certificate from FDA or its equivalent, as required by FDA for specific drugs and medicines	20 vials			
26	Heplock Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	15 pieces			
27	IV Cannula g24 Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	15 pieces			
28	IV Cannula g22 Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	15 pieces			
29	Hyoscine-N-Butylbromide 20mg/ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	10 ampules			
30	Epinephrine 1mg/ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	10 ampules			
31	Metoclopramide 10mg Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	20 ampules			







Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
B. Supply and delivery of the following supplies for the DBM Clinic					
32	Sterile Gauze Pad 4x4, 100/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes			
33	Medical Plaster/Strips 100/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 boxes			
34	Cotton Balls 300s	5 packs			
35	Penlight, Medical type	2 pieces			
36	Asepto Irrigation Bulb Syringe 60ml capacity	3 pieces			
37	Solution Bowl – Medical Stainless Steel with Seamless Construction Basin 13 5/8" x 4 5/8", 7 Quart Capacity	2 pieces			
38	Kidney Basin Stainless Standard size	2 pieces			
39	Steri Strips (Sterile Wound Closure Adhesive Tape) ¼ x 4", 30 per box Expiry date should not be earlier than two (2) years from the date of delivery	3 boxes			
40	Blood Sugar Test Strips 50/box Compatible with all types/kinds of glucometers Expiry date should not be earlier than one (1) year from the date of delivery	2 boxes			

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


<u>SCHEDULE OF REQUIREMENTS</u>				
Item	Description	Quantity	Delivery Schedule	Bidder's Statement of Compliance
A.	Supply and Delivery of medicines for the DBM Clinic. <i>Please see attached Annex "C" for the Detailed Technical Specifications (DTS)</i>	Please see attached Annex "C" for the DTS	Within fifteen (15) working days upon receipt of the Notice to Proceed	
	1. Valid Certificate of Product Registration issued by the FDA 2. Batch Notification, Lot Release Certificate from the FDA or its equivalent, as required by the FDA for specific drugs and medicines		Upon submission of the Quotation	
B.	Supply and delivery of supplies for the DBM Clinic. <i>Please see attached Annex "D" for the DTS</i>	Please see attached Annex "D" for the DTS	Within fifteen (15) working days upon receipt of the Notice to Proceed	
	Valid Certificate of Product Registration issued by the FDA		Upon submission of the Quotation	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Ninety-Six Thousand Pesos Only (Php 96,000.00)	In words: _____


	In figures: _____

<u>PAYMENT DETAILS</u>	
<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	


CONFORME:




 Signature over Printed Name
 (Authorized Representative)




 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. **Pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate to the Administrative Service – General Services Division, as the End-user Unit, prior to the final payment of the contract. FAILURE to present a valid and updated Tax Clearance shall entitle the DBM to suspend the final payment due to the Supplier.**
11. **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.**
12. 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.

13. 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.
14. 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
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Detailed Technical Specifications <i>(Supply and Delivery of medicines for the DBM Clinic)</i>		
	Particulars	Quantity
1	Paracetamol 500mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With a Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes
2	Phenylpropanolamine HCL Chlorphenamine Maleate Paracetamol 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With a Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes
3	Carbocisteine 500mg capsule 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes
4	Aluminum Hydroxide Magnesium Hydroxide Simethicone Suspension 250ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 bottles
5	Aluminum Hydroxide Magnesium Hydroxide Suspension 180ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	4 bottles
6	Omeprazole 40mg tablet 30 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	4 boxes
7	Hyoscine N Butylbromide 10mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 boxes
8	Loperamide 2mg capsule 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 boxes
9	Clonidine HCL 75mcg 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 boxes

10	Cetirizine 10mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes
11	Mefenamic Acid 500mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes
12	Betahistine Dihydrochloride 16mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 boxes
13	Metoclopramide 10mg tablet 100 tablet/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 boxes
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15	Silver Sulfadiazine 1% Cream 20mg Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 tubes
16	Calamine + Diphenhydramine HCL Lotion 30ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 bottles
17	Polymyxin B Sulfate Bacitracin Zinc Neomycin Sulfate Skin Antibacterial Ointment 5g Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 tubes
18	Petroleum Jelly 50g Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 bottles
19	Povidone-Iodine Wound Solution 10% Antiseptic 120mL Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 bottles
20	Hydrogen Peroxide 3% Solution 120mL Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	2 bottles

21	Aromatic Spirit of Ammonia 30ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 bottles
22	Salbutamol 1mg/ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	20 nebulas
23	Diphenhydramine 50mg/ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	20 ampules
24	Tetanus Toxoid Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration Batch Notification, Lot Release Certificate from FDA or its equivalent, as required by FDA for specific drugs and medicines	20 ampules
25	Tetanus Antitoxin Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration Batch Notification, Lot Release Certificate from FDA or its equivalent, as required by FDA for specific drugs and medicines	20 vials
26	Heplock Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	15 pieces
27	IV Cannula g24 Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	15 pieces
28	IV Cannula g22 Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	15 pieces
29	Hyoscine-N-Butylbromide 20mg/ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	10 ampules
30	Epinephrine 1mg/ml Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	10 ampules
31	Metoclopramide 10mg Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	20 ampules

Detailed Technical Specifications <i>(Supply and Delivery of supplies for the DBM Clinic)</i>		
	Particulars	Quantity
32	Sterile Gauze Pad 4x4, 100/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	5 boxes
33	Medical Plaster/Strips 100/box Expiry date should not be earlier than two (2) years from the date of delivery With Valid Certificate of Product Registration issued by the Food and Drug Administration	3 boxes
34	Cotton Balls 300s	5 packs
35	Penlight, Medical type	2 pieces
36	Asepto Irrigation Bulb Syringe 60ml capacity	3 pieces
37	Solution Bowl – Medical Stainless Steel with Seamless Construction Basin 13 5/8" x 4 5/8", 7 Quart Capacity	2 pieces
38	Kidney Basin Stainless Standard size	2 pieces
39	Steri Strips (Sterile Wound Closure Adhesive Tape) 1/4 x 4", 30 per box Expiry date should not be earlier than two (2) years from the date of delivery	3 boxes
40	Blood Sugar Test Strips 50/box Compatible with all types/kinds of glucometers Expiry date should not be earlier than one (1) year from the date of delivery	2 boxes