



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

REQUEST FOR QUOTATION
No. 24-034A

The **Department of Budget and Management (DBM)** through its **Administrative Service (AS)**, 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, B (Terms and Conditions), and C (Detailed Technical Specifications)** provided as part of this Request for Quotation (RFQ). ~~Submit your~~ ^{11 OCT 2024} quote duly signed by your authorized representative **not later than** ^{11 OCT 2024} **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 **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 form)** 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 Quotation¹.

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


AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹ 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 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					
1.0	Arm Sling, Medium 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 pieces			

2.0	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.	10 pieces					←
3.0	Elastic Bandage 6" Woven elastic cloth made of cotton and synthetic thread Light, soft, porous, and washable	30 pieces					←
4.0	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					←
5.0	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					←
6.0	Gauze Bandage Roll Mesh, 4"x 6 yards, 12 roll per box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	1 box					←
7.0	Sterile Gauze Pad 4x4, 100 piece per box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	1 box					←
8.0	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 strips/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	6 boxes					←
9.0	Cotton Balls 300 balls/pack Soft, absorbent and hypoallergenic	5 packs					←
10.0	Alcohol Swab 100 piece/box Thick, soft and hygienic swab FDA Registered Expiry date should not be earlier than one (1) year from the date of delivery	1 box					←

11.0	Nitrile Gloves (Blue) 100 piece per box Medium, Non-Sterile, medical grade FDA Registered	1 box					←
12.0	Nitrile Gloves (Blue) 100 piece per box Large, Non-Sterile, medical grade FDA Registered	1 box					←
13.0	Sterile Gloves 50 pair per box, Size 7 FDA Registered Expiry date should not earlier than three (3) years from the date of delivery	1 box					←
14.0	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 packs					←
15.0	Penlight , Medical type,Aluminum alloy	2 pieces					←
16.0	Otoscope Medical/Diagnostic tool for ear examination With reusable tips attached for different ear canal Replaceable batteries (size AA)	2 sets					←
17.0	Blood Sugar Test Strips 50s per box Compatible with any Glucometer FDA Registered Expiry date should not be earlier than one (1) year from the date of delivery	4 boxes					←
18.0	Oxygen Regulator Compatible with all oxygen tank	2 pieces					←
19.0	Oxygen Mask Made from special non-toxic medical grade PVC; Adult size	2 pieces					←
20.0	Ambu Bag Manual Resuscitator, Silicone Tackle box, with manual, bag mask, reservoir bag, connector/oxygen tubing, manual resuscitator; Adult size	2 sets					←
21.0	Thermometer Axillary/ Armpit Type Digital	5 pieces					←
22.0	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					←

23.0	Phenylephrine HCL Paracetamol (Non-Drowsy) 500mg tablet, 100 tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes					←
24.0	Carbocisteine 500mg capsule, 100 capsule/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes					←
25.0	Aluminum Hydroxide Magnesium Hydroxide Simethicone 100 tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes					←
26.0	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					←
27.0	Hyoscine N Butylbromide 10mg tablet, 100 tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	3 boxes					←
28.0	Loperamide 2mg capsule, 100 capsule/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	2 boxes					←
29.0	Clonidine HCL 75mcg, 100 tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	4 boxes					←
30.0	Cetirizine 10mg tablet, 100 tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes					←
31.0	Mefenamic Acid 500mg tablet, 100 tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	5 boxes					←
32.0	Ibuprofen + Paracetamol 200mg/325mg capsule or tablet 100 cap or tab/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	3 boxes					←

33.0	Silver Sulfadiazine 1% Cream, 10g FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	4 tubes					←
34.0	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					←
35.0	Petroleum Jelly 50g FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	2 bottles					←
36.0	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					←
37.0	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					←
38.0	Aromatic Spirit of Ammonia 30ml FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	2 bottles					←
39.0	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					←
40.0	Celexocib 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					←
41.0	Betahistine Dihydrochloride 16mg tablet, 100 tablet/box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery	3 boxes					←
42.0	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					←

B. FDA Certificate of Registration or In case of No Submission, Provision of Product Registration Number (to be verified through the FDA Verification Portal)		N/A	←
C. For medicines that will not meet the three (3) years expiry requirement, provision/issuance of a GUARANTEE LETTER is required to ensure their replacement within three (3) months prior to expiration, to be submitted along with the quotation		N/A	←

<u>SCHEDULE OF REQUIREMENTS</u>		Delivery Schedule	Bidder's Statement of Compliance	
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				
A.	Supply and Delivery of Medical Supplies and Medicines for the DBM CO Clinic - See attached Annex C for the Detailed Technical Specifications	<i>Within thirty (30) calendar days upon receipt of the Notice to Proceed</i>		←
B.	FDA Certificate of Registration or In case of No Submission, Provision of Product Registration Number (to be verified through the FDA Verification Portal)	<i>Upon submission of quotation</i>		←
C.	For medicines that will not meet the three (3) years expiry requirement, provision/issuance of a GUARANTEE LETTER is required to ensure their replacement within three (3) months prior to expiration, to be submitted along with the quotation	<i>Upon submission of quotation</i>		←

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

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
1.	Arm Sling, Medium 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 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.	10 pieces
3.	Elastic Bandage 6" Woven elastic cloth made of cotton and synthetic thread Light, soft, porous, and washable	30 pieces
4.	Medical Tape (Micropore) 1-inch size, 12 pcs. per 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. per 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 rolls per 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 piece per box	1 box

	FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery		
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 strips per box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery		6 boxes
9.	Cotton Balls 300 balls per pack Soft, absorbent and hypoallergenic		5 packs
10.	Alcohol Swab 100 piece per box 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) 100 piece per box Medium, Non-Sterile, medical grade FDA Registered		1 box
12.	Nitrile Gloves (Blue) 100 piece 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 packs
15.	Penlight Medical type Aluminum alloy		2 pieces
16.	Otoscope		2 sets

	Medical/ Diagnostic tool for ear examination With reusable tips attached for different ear canal Replaceable batteries (size AA)		
17.	Blood Sugar Test Strips 50s per box Compatible with any Glucometer FDA Registered Expiry date should not be earlier than one (1) year from the date of delivery		4 boxes
18.	Oxygen Regulator Compatible with all oxygen tank		2 pieces
19.	Oxygen Mask Made from special non-toxic medical grade PVC Adult size		2 pieces
20.	Ambu Bag Manual Resuscitator, Silicone Tackle box, with manual, bag mask, reservoir bag, connector/oxygen tubing, manual resuscitator Adult size		2 sets
21.	Thermometer Axillary/ Armpit Type Digital		5 pieces
22.	Paracetamol 500mg tablet 500 tablets per 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 tablets per 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 capsules per 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 tablets per box FDA Registered		5 boxes

	Expiry date should not be earlier than three (3) years from the date of delivery		
26.	Omeprazole 20mg tablet 30 tablets per 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 tablets per box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery		3 boxes
28.	Loperamide 2mg capsule 100 capsules per box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery		2 boxes
29.	Clonidine HCL 75mcg 100 tablets per box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery		4 boxes
30.	Cetirizine 10mg tablet 100 tablets per 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 tablets per 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 capsules or tablet 100 cap or tablet per 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 tablets per 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 capsules per box FDA Registered	5 boxes

	Expiry date should not be earlier than three (3) years from the date of delivery		
41.	Betahistine Dihydrochloride 16mg tablet 100 tablets 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 tablets per box FDA Registered Expiry date should not be earlier than three (3) years from the date of delivery		2 boxes