



REQUEST FOR QUOTATION

Date: _____

PR No.: **2025-01-027**
Purpose: Provision of vitamins and medical supplies for
NIA MIMAROPA Regional personnel, Office vehicles
and clinic for 1st Quarter of CY 2025

NAME OF COMPANY / FIRM / DEALER _____

ADDRESS _____

TIN NO. / VAT or NVAT _____

PhilGEPS Registration Number _____

Please quote your **best offer**, inclusive of VAT, on the job/item/s listed below, **subject to the Specifications and Terms & Conditions** stated herein, stating the shortest time of delivery. Submit your quotation duly signed by you or your authorized representative not later than **FEBRUARY 7, 2025** only until exactly **10:00 AM** at the NIA MIMAROPA Regional Office, Bayanan II, Calapan City, Oriental Mindoro.

A copy of your 2025 Business / Mayor's Permit and PhilGEPS Registration Number / Certificate are also required to be submitted along with your quotation /proposal.

A notarized Omnibus Sworn Statement (GPPB-prescribed form) and copy of Income / Business Tax Return will also be required to be submitted **prior to award**.

Failure to observe any of the herein Specifications and Terms & Conditions shall be ground for disqualifications of the bidders concerned.

ENGR. **LOWELL L. LACRANO**
BAC Chairperson

Note: Please see the Terms and Conditions regarding proper accomplishment of this Form.

NO.	QTY.	UNIT	ARTICLES / SPECIFICATIONS	APPROVED BUDGET FOR THE CONTRACT (ABC)	Compliance w/ Specs.		UNIT PRICE	TOTAL BID PRICE
					YES	NO		
			PROCUREMENT OF SUPPLY AND DELIVERY OF MEDICINE AND MEDICAL SUPPLIES					
A. MEDICINES								
1	105	BOX	VITAMIN C as Sodium Ascorbate with Zinc -100pcs/box, should contain atleast 500mg of Sodium Ascorbate and 10mg Zinc - a type of mineral salt derived from ascorbic acid that's considered to be less acidic. The sodium content helps vitamin C to be easily absorbed and stay longer in the body. It serves as an antioxidant that helps keep your cells from damage and keep them healthy.	42,000.00				
2	3	BOX	Phenylpropanolamine + Chlorphenamine + Paracetamol 500mg / 25mg / 2mg -100pcs/box, should contain atleast 25mg Phenylpropanolamine, 2mg Chlorphenamine, Paracetamol 500mg - is indicated for the relief of runny nose, fever, body pains and headache associated with colds, flu allergic rhinitis. Paracetamol helps reduce pain and fever by blocking specific chemical messengers in the brain. Phenylpropanolamine acts as a decongestant, easing nasal congestion by constricting blood vessels. Chlorpheniramine, an antihistamine, alleviates allergy symptoms such as a runny nose, watery eyes, and sneezing.	1,200.00				
3	2	BOX	Betahistine 24mg tablet -100PCS/BOX -medicine used to treat balance disorders or to alleviate vertigo symptoms.	3,000.00				
4	5	BOX	Cough medication / Mucolytic- Acetylcysteine 600mg Sachet -10sachet/ box -used to treat: breathing difficulties caused by too much mucus in the lungs and airways or the mucus being too thick and sticky to cough up easily.	1,250.00				
5	2	BOX	Analgesic/Antipyretic - Paracetamol 500 mg tab -100pcs/box -common painkiller used to treat aches and pain. It can also be used to reduce a high temperature.	1,200.00				
B. MEDICAL SUPPLIES								
6	120	BOX	Disposable Medical Face Mask -50pcs per box, FDA Approved, Hypoallergenic, Virus Filtration Efficiency - up to 99% -3-ply with ear loop, non-woven, Adaptable nose bar and high filtration	9,600.00				
7	120	BOTTLE	Isopropyl Alcohol 70%, 500ml	15,000.00				
8	105	BOTTLE	MOSQUITO REPELLENT LOTION 100ml - for protection of employees from mosquito bites for dengue prevention and control	31,500.00				
9	105	PC	Multipurpose Transparent Bag with handle and zipper 32x22x10cm	10,500.00				
10	7	PC	DIGITAL SPHYGMOMANOMETER -Automatic Blood Pressure monitor is a fully digital blood pressure measuring device which make it easy to use even while travelling. - It enables very fast and reliable measurement of systolic and diastolic blood pressure. Clinically proven accuracy and has been designed user friendly.	17,500.00				
			Expiration date of medications should be at least 1 year from delivery **kindly attach the additional documentary requirements for procurement of Drugs and Medicines as per COA Circular no. 2024-010 to be submitted before payment of bill a. Valid License to Operate (LTO) issued by FDA for Suppliers, Distributors and Traders b. Valid Certificate of Product Registration (CPR) issue by FDA c. Batch Notification, Lot Release Certification from FDA or its equivalent, as required by FDA for specific drugs and medicines (if applicable only) *Tax clearance is also required before payment of bill.					
			nothing follows					
DELIVERY PERIOD: _____ calendar days								
TOTAL AMOUNT:				132,750.00				
TOTAL BID PRICE IN WORDS: _____								

TERMS AND CONDITIONS

- 1. All entries must be legibly written. Bidders shall provide correct and accurate information required in this form.
- 2. Bidders shall also submit brochure showing specifications of the product being offered. (If applicable)
- 3. Bidders shall submit BIR Certificate of Registration upon request of the Technical Working Group during bid evaluation.
- 4. All bids exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
- 5. Delivery period is within 15 working days from receipt of Approved Purchase Order.
- 6. Price validity shall be for a period of 60 calendar days from the date of submission. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- 7. For Lot Award
All items to be grouped together to form one (1) complete Lot that will be awarded to one Bidder to form one (1) complete contract. Bidder must offer/quote on all items, otherwise, bidder shall automatically be disqualified.
- 8. Bid not addressing or providing price on the required items shall be considered as Not Available or Out of Stock. However specifying a zero(0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity.
- 9. Warranty shall be one (1) year for equipment and six (6) months for supplies and materials from date of approval of the Report of Inspection & Acceptance (RIA) by the authorized NIA MIMAROPA Regional Office representative.
- 10. Bidders shall submit one (1) accomplished Bid/Request for Quotation (RFQ) together with the following documents placed in one (1) sealed envelope, namely:
 - a.) Mayors Permit;
 - b.) Copy of PhilGEPS Registration Number / Certificate
- Bidders shall submit additional requirements before payment of bill:
 - a. Valid License to Operate (LTO) issued by FDA for Suppliers, Distributors and Traders
 - b. Valid Certificate of Product Registration (CPR) issue by FDA
 - c. Batch Notification, Lot Release Certification from FDA or its equivalent, as required by FDA for specific drugs and medicines (if applicable only)
 - d. Tax Clearance
- 11. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
- 12. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or the highest rated offer (for consulting services) which complies with the minimum specifications and terms and conditions stated herein.
- 13. The NIA MIMAROPA Regional Office shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 14. Supplier shall be responsible for the source(s) of his/her product and shall make deliveries in accordance with schedule, quality and specifications of the award/purchase order and shall guarantee his/her deliveries to be free from defects. Failure of the supplier to comply with this provisions shall be ground for cancellation of the award or purchase order issued to the supplier.
- 15. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the undelivered item/s within the prescribed delivery period shall be imposed per day of delay. The NIA MIMAROPA Regional Office shall 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.
- 16. The NIA MIMAROPA Regional Office as the Procuring Entity may use a non-discretionary and non-discriminatory measure based on a sheer luck or chance through "DRAW LOTS" to resolve the cases involving a tie among bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) for the procurement of goods and infrastructure projects, or the Highest Rated and Responsive Bidder (HRRB) for the procurement of consulting services.

TERMS OF PAYMENT:
The winning bidder / supplier shall be paid the contract amount in full within 30 calendar days upon delivery and acceptance of the item/s by the NIA MIMAROPA Regional Office subject to deduction of applicable taxes.

- NOTE:
- 1. Bid quotation may be submitted to the NIA MIMAROPA Regional Office, NIA Administrative Building, Second Floor, Bayanan II, Calapan City, Oriental Mindoro, Fax No. 043-288-7267 or by email at mimaropa@nia.gov.ph and niamimaropa.bac@gmail.com.
 - 2. If quotation will be submitted thru email, kindly compress the file thru .zip or .rar with encryption / password to maintain confidentiality. Kindly include your contact details at the body of the email so that the BAC Secretariat could verify the password upon opening of your submitted quotation. If there is no input password, your bid will not be considered.
 - 3. Please make a certain to affix the signature of the owner, manager or any of its duly authorized representative in a clear legible manner.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s on the item/s at prices noted above.

Printed Name & Signature
of Dealer or Representative

Contact / Telephone No.

Email address/es