

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION22
DIVISION OF MARIKINA CITY
BIDS AND AWARDS COMMITTEE



Request for Quotation (RFQ)

Date: **February 7, 2023**
Quotation No. **DepEd-23-SDO-027**
PR No.: **2023-02-36 D.O.**
SVP

To all Eligible Suppliers/Bidders:

I. Please quote your lowest price appraisal inclusive of VAT on all/each items below for the **"Supply and Delivery of Medicines and Medical Supplies for SDO Clinic at SDO Marikina City"**. This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 9:00 A.M. of February 13, 2023.** The opening of quotation shall be on the same date, 9:15 A.M. at the Division Office and/or video teleconference, Schools Division Office, Sta. Elena, Marikina City. For more information, please call the BAC Secretariat at Telephone No. (02) 682-39-89.


ELISA Q. CERVEZA
BAC Chairperson

II. TOTAL APPROVED BUDGET: Php50,000.00

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	Supply and Delivery of Medicines and Medical Supplies for SDO Clinic at SDO Marikina City <i>*please see attached detailed estimate</i>	1 lot		
	TOTAL			

This is to submit our price quotations indicated above subject to the terms and conditions of this RFQ.

Bidder's Company Name:				TIN:	
Address:					
Telephone No.:		Fax No.:		e-mail:	
Supplier's Authorized Representative's Signature over Printed Name:				Date:	

IV. Terms and Conditions

A. Submission of Requirements

1. Signed quotation and other requirements stated below shall be placed inside a sealed envelope and shall be submitted to the bids and Awards Committee (BAC) through the BAC Secretariat Office, 2nd floor at DepEd Division Office of Marikina City, Shoe Ave., Sta. Elena, Marikina City or through Courier Services. Soft copy of the requirements may also be sent through this email address: **leilani.villanueva@deped.gov.ph**

2. The sealed envelope should be properly marked and contain the following information:
 - a. Name of the project to be bid in CAPITAL LETTERS
 - b. Name and address of the bidder in CAPITAL LETTERS
 - c. Address of the Procuring Entity's BAC
 - d. Signature of the bidder on the flap side of the sealed envelope.
3. Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation (RFQ) with Filled up detailed estimate of appraisal, (Prices shall be quoted in Philippine Pesos)
 - b. G-EPS/PhilGeps Registration Certificate/Number
 - c. Valid Mayor's permit
 - d. DTI Registration or SEC Registration
 - e. Income Tax Return/Business Tax Return
 - f. Notarized Omnibus Sworn Statement

V. Instructions

1. This quotation and the bidder's written acceptance will constitute a binding contract between procuring entity and bidder. The Procuring Entity is not bound to accept the lowest or any quotation received without the accompanying requirements stated above.
2. Quotation shall remain valid for a period of not less than thirty (30) calendar days after the deadline date specified for submission.
3. Quotation must be equal or lower than the approved budget of the contract of the Implementing Unit. The price quoted by the supplier/ bidder shall be fixed for the duration of the bid validity and the contract.
4. Supplier/ Bidder shall pick up the contract issued in its favour within three calendar days from date of receipt to that effect. A telephone call or fax transmission shall constitute an official notice to the bidder.

VI. Award

1. The Procuring Entity will award the contract to the supplier/bidder whose offer has been determined to be substantially responsive and who offered the lowest evaluated price quotation.
2. The Procuring Entity reserves the right to accept or reject any quotation and to cancel the process of competition and reject all quotations at any time prior to the award of the Contract, without thereby incurring any liability to the affected Supplier(s)/Bidder(s) or any obligation to inform the affected Supplier(s)/Bidder(s) of the grounds for the Procuring Entity's decision.
3. The Supplier/Bidder whose quotation has been accepted will be notified by the Procuring Entity prior to the expiration of the validity period of the Quotation.

VII. Delivery, Inspection and Acceptance

1. Service/goods for the program shall be delivered on the time and place specified in the contract/ PO.

VIII. Terms of Payment:

Payments shall only be processed after completion of the Delivery of all services listed in the Purchase Order/ Contract.

*DETAILED ESTIMATE

PROJECT : Supply and Delivery of Medicines and Medical Supplies for SDO Clinic
at SDO Marikina City (RFQ-027)

OWNER : Department of Education – SDO Marikina City

No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
1.	Mefenamic Acid 500mg film-coated tablet (100s/box)	2	box		
2.	Paracetamol 500mg caplet (500s/box)	2	box		
3.	Loratadine 10mg (50's/box)	1	box		
4.	Clonidine 75mcg	50	tablet		
5.	Betahistine dihydrochloride 8mg	10	tablet		
6.	Hydrotalcite Magnesium Hydroxide Dimethicone 282 mg/85mg /25 mg tablet	2	box		
7.	Sodium Alginate Sodium Bicarbonate Calcium Carbonate Oral Suspension (10ml/sachet)	30	sachet		
8.	Hyoscine N Butyl-bromide 10 mg	10	tablet		
9.	Carbocisteine 500 mg (100s)	2	box		
10.	Phenylpropanolamine HCL Chlorphenamine Maleate Paracetamol (no drowse) 25 mg/500mg	3	box		
11.	Celecoxib 200 mg	20	capsule		
12.	Loperamide HCl 2 mg	1	box		
13.	Bacillus Clausii 2Billion/5ml Oral Suspension (10's/box)	1	box		
14.	Salbutamol Nebules 1mg/1 ml	4	nebule		
15.	Salinase Sodium Chloride 0.65% (60 ml)	2	btl		
16.	Povidone Iodine: Dry Powder Spray 55 gms	2	btl		
17.	Povidone Iodine 10% wound solution 60 ml.	5	btl		
18.	Oral Rehydration Salt 4.1 gms	5	sachet		
19.	Zinc Oxide + Calamine (3.5g/sachet)	5	sachet		
20.	Benzocaine+Boric Acid+Eucalyptus 10mg/50mg/15mg ointment (30g)	1	tube		
21.	Polymyxin B Sulfate, Bacitracin Zinc, Neomycin Sulfate 710 mcg/10mg/5 mg per g Topical ointment (5g)	5	tube		
22.	Methyl Salicylate Camphor +Menthol Pain Killer Liniment 120ml	5	btl		
23.	Medicated Spray (Methyl Salicylate, Menthol, Nux Vomica, Pinelliae Tuber, Drynaria, Liquorice, Huperzia Serrate, Pseudoginseng) 64 ml	4	btl		
24.	Disposable gloves (non-sterile, powder-free, latex, size large)	6	box		
25.	Disposable non-woven face mask (3 ply with earloop)	6	box		

26.	Isopropyl Alcohol 70% 500ml	5	btl		
27.	Fingertip Pulse oximeter (OLED display , 6-direction display adjustable, 8 seconds fast measurement, Auto shut down , 2 AAA batteries powered, with lanyard/case	7	pc		
28.	Non contact infrared thermometer gun (fast measurement, fever alarm function, display unit F/C)	7	pc		
29.	BP apparatus set (Adult) Aneroid Index and range markings on the dial for clear readings Natural Cotton Fiber cuff is durable and stain resistant with a Velcro closure Inflation system is latex free and has an easy-release deflation valve, luminous gauge, durable latex free Stethoscope, patented snap tight soft-sealing eartips, patented floating diaphragm with non-chill rim, automatically designed headset Includes a zippered nylon carrying case	7	set		
	nothing follows				
	TOTAL				

Signature of Authorized Representative over Printed Name