

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

**Reference No.:** 2021-547  
**Posting Date:** September 13, 2021

The Office of the Vice President (OVP), through its General Services Division, will undertake a Negotiated Procurement-Small Value Procurement for the Project, ***“Supply and Delivery of Medicines and Vitamins for Vaccine Express Operations in Pampanga and Tarlac”*** in accordance with Section 53.2 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Eighty Three Thousand Pesos (P83,000.00)  
the Contract

Specifications : Please see attached Annex “A”

Delivery Address : 7<sup>th</sup> Flr. Ben Lor Bldg., 1184 Quezon Avenue, Quezon City

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. Omnibus Sworn Statement (original and notarized);
3. PhilGEPS Registration Certificate;
4. Compliance to the Technical Specifications (Annex “A”); and
5. Accomplished Price Quotation Form (Annex “B”).

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. of September 15, 2021. It may be done manually at the Property and Procurement Unit, 7<sup>th</sup> Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City, through facsimile at telefax no. 370-1716 local 128, or via email at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 8-370-1724 local 128 to 129 or mobile number 0919-0660695.

  
**SOFIA C. YANTO-ABAD**  
BAC Chairperson

**TECHNICAL SPECIFICATIONS**

Bidders must state "**Comply**" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Specification	Quantity	Statement of Compliance
Vitamin C + Zinc, Capsule	35,000 pcs	
Paracetamol, 500mg, Tablet	25,100 pcs	
Clonidine, 75mcg, Tablet	60 pcs	
Loratidine, 10mg, Tablet	10 pcs	
Captopril, 25mg, Tablet	30 pcs	
Valid and current Certificate of Product Registration (CPR) issued by the Philippine Food and Drug Administration (PFDA) or valid extension; or valid and current License to Operate (LTO) as medical device importer/ wholesaler issued by PFDA. Provided that in case of expired LTO, the application for renewal was made timely as per PFDA Circular No. 2011-004. In case of expired LTO, the following may be submitted: 1. Expired LTO 2. Application for Renewal Official Receipt as proof of payment for the renewal of LTO.	N/A	
Supplier must be able to deliver on September 16, 2021.	N/A	
Delivery Site: No.100, 11 <sup>th</sup> Street, Brgy. Mariana, New Manila, Quezon City	N/A	
Schedule of deliveries may change upon notice from end-user during actual implementation	N/A	

I hereby certify to comply and deliver all the above Technical Specification.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

3

## PRICE QUOTATION FORM

\_\_\_\_\_  
Date

**The General Services Division**

Office of the Vice President

7<sup>th</sup> Floor, Ben-Lor Building

1184 Quezon Avenue, Quezon City

**Sir/Madam:**

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Project	Item Description	Quantity	Unit	Unit Price	Total Price
<b>Supply and Delivery of Medicines and Vitamins for Vaccine Express in Pampanga and Tarlac</b>	Vitamin C + Zinc, Capsule	35,000	pc		
	Paracetamol, 500mg, Tablet	25,100	pc		
	Clonidine, 75mcg, Tablet	60	pc		
	Loratidine, 10mg, Tablet	10	pc		
	Captopril, 25mg, Tablet	30	pc		
	Total (inclusive of VAT)				

- (2) We undertake to deliver above goods per technical specifications; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

\_\_\_\_\_  
The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact Number