



**REQUEST FOR QUOTATION NO.: 2024-09-069**

Date: September 30, 2024

**Procurement Title : Supply and Delivery of CFO Clinic's Medicine and Medical Supplies**

**Purchase Request Nos. : 2024-09-190**

**Approved Budget for the Contract : Php 51,466.39 (Vat Inclusive)**

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor. Sgt. Reyes St., Diliman, Quezon City** or you can send your files via email at [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) on or before **October 07, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected. (see attached instructions on how to lock your files). Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

**I. General Terms and Condition:**

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be **inclusive of all cost and applicable taxes**;
4. The following documents should be submitted **along with the sealed quotation**:
  - **PhilGEPS Registration Number/Certificate;**
  - **Mayor's/Business Permit;**
  - **BIR Form 2303 Certificate;**
  - **SEC or DTI Certificate;**
  - **Notarized Omnibus Sworn Statement;**
  - **Copy of any Valid ID of the Authorized Representative; and**
  - **Brochure**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_  
 PHILGEPS REGISTRATION NO.: \_\_\_\_\_ VALID UNTIL: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_  
 MOBILE NUMBER: \_\_\_\_\_

**\*\*THIS PROJECT WILL BE AWARDED PER LINE ITEM\*\***

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	TOTAL BID AMOUNT (VAT INCLUSIVE)
Clonidine 75mcg/tab (anti-hypertensive drug)	2 Box	PHP2,403.50 (PHP1,201.75/box)	
Pulse Oximeter	2 Pieces	PHP2,580.60 (PHP1,290.30/pc)	
Thermometer Infrared Gun Type	2 Pieces	PHP1,959.60 (PHP979.80/pc)	
Hot & Cold Gel Pack	4 Pieces	PHP914.48 (PHP228.62/pc)	
Gauze Pad Absorbent 4x4/box (Sterile)	3 Box	PHP1,259.04 (PHP419.68/box)	
Providone 10% Antiseptic 15ml	24 Pieces	PHP979.80 (PHP40.83/pc)	
Gauze Bandage 4x10/pc	10 Pieces	PHP313.82 (PHP31.38/pc)	
Cotton Pledget- Pack	2 Box	PHP653.20 (PHP326.60/box)	
Tongue Depressor (Sterile)100's	2 Box	PHP509.50 (PHP254.75/box)	
Refrigerator (Ordinary)	1 unit	PHP9,750.85	
Surgical Tape (Micropore) 2.5cmX9"/pc	30 Pieces	PHP1,834.20 (PHP61.14/pc)	
First Aid Cabinet (stainless)	1 Piece	PHP2,229.05	
Difflam Lozenges 8s Mint	25 Packs	PHP7,493.75 (PHP299.75/pack)	
Topical Antibacterial Ointment	30 Pieces	PHP8,700.00 (PHP290.00/pc)	
Salonpas Methylsalicylate medicated patch	20 Packs	PHP1,260.00 (PHP63.00/pack)	
Butamirate Citrate 50mg	300 Pieces	PHP6,000.00 (PHP20.00/pc)	
Oral Rehydration Salts	150 Sachets	PHP2,625.00 (PHP17.50/sachet)	
<b>TOTAL AMOUNT</b>		<b>PHP 51,466.39</b>	

**Delivery Schedule: 15 calendar days upon receipt of the Notice to Proceed**

After careful evaluation of the General Terms and Conditions, Specifications, and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

\_\_\_\_\_  
Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Date : \_\_\_\_\_

For Further information, please refer to:

**KEESHIA MAE L. ACEDERA**

Administrative Office IV/ Lead BAC Secretariat

Email: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) or [kabiendima@cfo.gov.ph](mailto:kabiendima@cfo.gov.ph)

Telephone: 8552-4792