



REQUEST FOR QUOTATION

Mindoro State University (MinSU) Main Campus through Bids and Awards Committee will undertake **Small Value Procurement** pursuant to the provisions of R.A. 12009, to wit;

Name of Project	SUPPLY AND DELIVERY OF DRUGS AND MEDICINES FOR THE UNIVERSITY CLINIC OF MINSU MAIN CAMPUS
Solicitation	RFQ 2026-0049
Place of Delivery	MINSU MAIN CAMPUS
Brief Description	DRUGS AND MEDICINES FOR THE UNIVERSITY CLINIC OF MINSU MAIN CAMPUS
Quantity	One (1) Lot
Approved Budget for the Contract (ABC)	Php. 300,000.00
Date of Delivery	30 days upon conformed of Purchase Order

Please quote your **lowest price** on the attached bid form and submit personally/through email your **SEALED QUOTATION** not later than on 9:00 am 04 MAY 2026 at the **Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro.**

Received by:

Name and Signature: _____
Company: _____
Date: _____

Digitally signed by Salazar
Ciedelle Piol
Date: 2026.04.22 14:03:07
+08'00'

CIEDELLE PIOL-SALAZAR, Ph.D.
BAC Chairperson

Terms and Conditions:

1. All entries must be **LEGIBLE**.
2. Delivery Period within ____ calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 30 calendar days.
5. PhilGEPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (Required; if applicable).
7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery





BID FORM

Item/s and Specification/s (minimum)	Unit	Qty.	Brand / Specification	Unit Price (VAT inclusive)	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
Acetylcysteine Oral powder 600mg	sachets	300				()	()
Aluminum Hydroxide Magnesium+Magnesium Hydroxide Simeticone by 100's	boxes	4				()	()
Amoxicillin 500 mg. by 100's	boxes	4				()	()
Ascorbic Acid 500mg	boxes	40				()	()
Ascorbic Acid 500mg (non acidic)	boxes	30				()	()
Azithromycin 500mg	tablets	30				()	()
Benzocaine + Boric Acid + Eucalyptus Burn Ointment	tubes	10				()	()
Betahistine HCl 24mg by 100's	tablets	50				()	()
Butamirate Citrate 50mg by 100's	boxes	3				()	()
Calamine + zinc oxide lotion 60ml	sachets	60				()	()
Carbocisteine 500mg	boxes	15				()	()
Cefuroxime 500mg	tablets	300				()	()
Cetirizine 10mg by 100's	boxes	5				()	()
Celecoxib 400mg	tablets	1000				()	()
Cinnarizine 25mg by 100's	boxes	3				()	()
Chlorphenamine Maleate 4mg by 100's	boxes	3				()	()
Chlorphenamine Maleate 2mg + Phenylpropanolamine HCl 25mg + Paracetamol 325mg	tablets	2000				()	()
Chlorphenamine Maleate 2mg + Phenylephrine HCl 10mg + Paracetamol 500mg	tablets	1000				()	()





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BAGONG PILIPINAS

Item/s and Specification/s (minimum)	Unit	Qty.	Brand / Specification	Unit Price (VAT inclusive)	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
Clindamycin HCl 300mg	boxes	2				()	()
Cloxacillin 500mg by 100's	boxes	5				()	()
Clonidine 75mcg	tablets	50				()	()
Cotrimoxazole 400 mg. by 100's	boxes	5				()	()
Co Amoxiclav 625mg	tablets	800				()	()
Cotrimoxazole 800 mg. by 100's	boxes	3				()	()
Dequalinium Chloride	boxes	5				()	()
Dexamethasone 500mcg by 100's	boxes	4				()	()
Diphenhydramine 50mg	caps	50				()	()
Domperidone 10mg by 100's	boxes	6				()	()
Ferrous SO4 60mg by100's (individually packed)	boxes	20				()	()
Hypromellose 15ml eye drops	bottles	12				()	()
Ibuprofen 400 mg.	boxes	3				()	()
Ipratropium Bromide 500mcg, 2.5ml	nebules	10				()	()
Loperamide 2mg by 100's	boxes	4				()	()
Loratadine 10mg by 100's	boxes	15				()	()
Mefenamic Acid 500mg capsule by 100's (branded)	boxes	3				()	()
Mefenamic Acid 500mg tablets by 100's	boxes	6				()	()





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						YES	NO
Metoclopramide 10mg by 100's	boxes	1				()	()
Metronidazole 500mg by 100's	boxes	3				()	()
Mupirocin Ointment 5g	tubes	6				()	()
Methyl Salicylate Camphor + Menthol 120 ml	bottles	30				()	()
Methyl Salicylate E-menthol Tocopherol by 10's Medicated patch	boxes	50				()	()
Methyl Salicylate Menthol Crystals Eucalyptus Oil 10ml	bottles	20				()	()
Omeprazole Inhibita 40mg by 100's	boxes	7				()	()
Oral Rehydration Salt	sachets	400				()	()
Neomycin SO4 PolymycinB SO4 Dexamethasone drops	pieces	3				()	()
Neomycin SO4 PolymycinB SO4 Dexamethasone ointment	tubes	3				()	()
Paracetamol 150mg/ml,2ml ampule by 10's	box	1				()	()
Paracetamol 500mg by 100's	boxes	30				()	()
Paracetamol Propyphenazone Caffeine 250mg/150mg/50mg	boxes	15				()	()
Salbutamol 2mg tab by 100's	boxes	2				()	()
Salbutamol 100mcg/dose 200 actuactions breath actuated metered dose inhaler	Unit	2				()	()
Sambong	boxes	5				()	()
Silver Sulfadiazine cream 1% 15g	tubes	6				()	()



Webometrics
RANKING WEB
OF UNIVERSITIES

•Main Campus, Aleate, Victoria

•Bongabong Campus, Labasan, Bongabong

•Calapan City Campus, Masipit, Calapan City



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Item/s and Specification/s (minimum)	Unit	Qty.	Brand / Specification	Unit Price (VAT inclusive)	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
Tetanus Antitoxin 1500iu	amps	100				()	()
Tetanus Toxoid absorbed 40iu/ml	amps	150				()	()
Tetrahydrozoline HCl	bottles	24				()	()
Terbutaline Sulfate 5mg	box	1				()	()
Tranexamic Acid 500 mg by 100's	box	1				()	()
Vitex Negundo L. Lagundi Leaf 600mg by 100's	boxes	15				()	()
Vitamin B 1 B2 B12 by 100's	boxes	4				()	()
nothing follows							
TOTAL							

General Conditions

1. Quotations and other requirements stated below shall be submitted to the **Bids and Awards Committee (BAC) Office, Mindoro State University -Main Campus, Alcate, Victoria, Oriental Mindoro**, Philippines on the date and time stated in this RFP.
2. Supplier shall submit the following requirements:

- () Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in
- () Notarized Omnibus Sworn Statement (*if above 200k as lot basis*)
- () PhilGEPS Platinum Certificate of Registration (**only if Platinum Certificate**) (Valid, updated and Active and no expired document listed on the last page) with CTC
- () Brochure (if Goods and Equipment) (Updated & Original or CTC)
- () PCAB License(if infrastructure)(Updated & Original or CTC)
- () BIR certificate of Registration (BIR 2303)(Updated & Original or CTC)

Please submit if the PhilGEPS Registration is RED

- () PhilGEPS proof of Red Registration (Updated & Original or CTC)
- () DTI/SEC/CDA Registration (Updated & Original or CTC)





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- () Business/ Mayor's Permit (Updated & Original or CTC)
- () Tax Clearance/ Tax Compliance Verification Cert (Updated & Original or CTC)
- () Latest Income / Business Tax Return (Updated & Original or CTC)
- () Audited Financial Statement (Updated & Original or CTC)

Note: Please ensure that all non-original documents, including those submitted via email or in person, are duly certified as true copies (CTC) and bear the name and signature of the authorized representative. Failure to comply with this requirement may result in disqualification.

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

The supplier and its premises **may be subjected to ocular inspection or verification** by the End-User and/or the BAC Technical Working Group (TWG), **if deemed necessary to confirm compliance with technical specifications prior to award.**

Award

The contract shall be awarded to the supplier who:

1. Submitted the **Lowest Calculated and Responsive Bid (LCRB)**; and
2. Successfully **passed verification of compliance with eligibility, technical requirements, and, if applicable, ocular inspection or post-qualification** performed by the TWG.

Award is **subject to the approval of the Head of the Procuring Entity** and is **conditional upon compliance with all requirements** under RA 12009, the GPPB guidelines, and the RFQ. If the supplier with the LCRB **fails verification or inspection**, the BAC may consider the **next lowest responsive bid**.

Evaluation of Quotations

Quotations shall be compared and evaluated based on:

1. Completeness of Submission of all required documents
2. Compliance with Item & Description Requirements
3. Reasonableness and competitiveness of the quoted price, evaluated based on the **LCRB/HRRB/MEARB/MARB** in relation to the Approved Budget for the Contract (ABC).

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ and contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, and contract shall be disqualified from participating in MinSU or any of MinSU





- campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. The supplier is responsible for **all duties, excise, taxes, and other government charges.**
 4. All transactions are subject to withholding of creditable government taxes in accordance with the revenue regulation(s) of the Bureau of Internal Revenue

Document transmission service

The supplier shall shoulder the courier expenses for the delivery of documents such as the **Notice of Award (NOA), Purchase Order (PO), Contract Agreement (CA), Notice to Proceed (NTP)** and other related documents pertaining to the supplier.

Liquidation Damages

A penalty of one-tenth of one percent (0.001) **of the total contract price per calendar day** shall be imposed for any delay in the delivery of goods, services, or equipment. The total liquidated damages **shall not exceed 10% of the total contract price.** Exceeding this threshold **shall constitute a ground for termination of the contract by the BAC.**

Warranty

The supplier warrants that all goods, services, or equipment **conform to acceptable industry standards** and the specifications stated in the RFQ and contract. Any defect or non-conformance discovered during the warranty period shall be remedied by the supplier at no additional cost.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered, delivered or installed in accordance with the terms of this Contract and have been duly inspected and accepted by the





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After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature _____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____

Date: _____

LBP Account No. of Establishment: _____

Name of Payee: _____

Tax Identification Number: _____

Copy of PhilGEPS Registration No.: _____

BIR Registration: VAT Non-VAT

Canvassed by:


MARK CHRISTIAN M. MAGNAYE
Canvasser

Contact Number: 0945-664-3003
Email Address: bac.office@minsu.edu.ph

