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 AT MINSU VICTORIA (MAIN) CAMPUS
Solicitation	RFQ 2026-0115
Place of Delivery	MINSU VICTORIA (MAIN CAMPUS)
Brief Description	SUPPLY AND DELIVERY OF DRUGS AND MEDICINES FOR THE UNIVERSITY CLINIC AT MINSU VICTORIA (MAIN) CAMPUS
Quantity	ONE(1) LOT
Approved Budget for the Contract (ABC)	**Php. 328,775.00**
Date of Delivery	15 days upon conform 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** NOV 17 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: _____

ROVELYN R. ROXAS
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 60 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

MINDORO STATE UNIVERSITY

Victoria, Oriental Mindoro 5205 Philippines

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BAGONG PILIPINAS

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	1000				( )	( )
Aciclovir 200mg	tablets	300				( )	( )
Aluminum Hydroxide Magnesium + Magnesium Hydroxide Simeticone	tablets	1200				( )	( )
Amlodipine 5mg	tablets	150				( )	( )
Amoxicillin 500mg	capsules	500				( )	( )
Acorbic Acid 500mg	tablets	4000				( )	( )
Betahistine 24mg	tablets	50				( )	( )
Butamirate Citrate	tablets	500				( )	( )
Celecoxib 400mg	tablets	300				( )	( )
Chlorphenamine Maleate 2 mg + Phenylpropanolamine HCl 25mg + Paracetamol 325mg	tablets	1900				( )	( )
Chlorphenamine Maleate 2mg+ Phenylephrine HCl 10mg + Paracetamol 500mg	tablets	1000				( )	( )
Cefuroxime 500mg	tablets	400				( )	( )
Ceterizine 10mg	tablets	1000				( )	( )
Clonidine 75mcg	tablets	50				( )	( )
Cloxacilin 500mg	capsules	500				( )	( )
Co-Amoxiclav 625mg	tablets	1000				( )	( )
Dequalinium HCl 250mcg	tablets	800				( )	( )
Dexamethasone 500mcg	tablets	400				( )	( )
Dexamethasone + Neomycin B + Polymycin Otic Drop	bottles	3				( )	( )
Diclofenac Sodium 75mg/3ml	ampules	10				( )	( )
Dichlorobenzyl Alcohol Amylmetacresol Ascorbic Acid 600mg lozenges	pouches	101				( )	( )
Diphenhydramine 50mg	capsules	50				( )	( )

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
Domperidone 10mg	tablets	400				( )	( )
Hypromellose eye drop 10ml	bottles	12				( )	( )
D5LR 500ml	bottles	6				( )	( )
PLR 500ml	bottles	6				( )	( )
PNSS 500ml	bottles	6				( )	( )
Irrigating Solution 500ml	bottles	4				( )	( )
Efficascent Oil 25ml	bottles	12				( )	( )
Ferrous SO4 60mg (individually packed)	capsules	2000				( )	( )
Hyoscine N-Butylbromide 10mg	tablets	300				( )	( )
Hyoscine N-Butylbromide 10mg	ampules	10				( )	( )
Loperamide 2mg	capsules	300				( )	( )
Loratadine 10mg	tablets	2000				( )	( )
Losartan 50mg	tablets	200				( )	( )
Meclizine HCl	tablets	250				( )	( )
Mefenamic Acid	caplets	1000				( )	( )
Methyl Salicylate E-menthol Tocopherol by 10's Medicated patch	boxes	50				( )	( )
Metoclopramide 10mg	ampules	10				( )	( )
Metoprolol 50mg	tablets	100				( )	( )
Multivitamins	tablets	2000				( )	( )
Mupirocin Ointment 15gm	tubes	5				( )	( )
Omeprazole 40mg	caplets	100				( )	( )
Omeprazole 40mg powder for injection	vials	5				( )	( )
Ofloxacin Otic Drops	bottles	3				( )	( )
Pain Spray	bottles	3				( )	( )
Paracetamol 500mg	tablets	3000				( )	( )

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
Paracetamol Prophyenazone Caffeine by 120's	vbox	2				( )	( )
Paracetamol 2ml ampule	ampules	10				( )	( )
Prednisone 10mg	tablets	400				( )	( )
Povidone Iodine Oral Gargle 1% Antiseptic 120ml	bottles	25				( )	( )
Salbutamol + Guaifenessin	capsules	200				( )	( )
Salbutamol inhaler 100mcg/dose x 200 doses metered dose inhaler	inhaler	6				( )	( )
salbutamol 2mg/ml, 2.5ml	nebules	50				( )	( )
Tetrahydrozoline HCl	bottles	10				( )	( )
Vitex Negundo Lagundi Leaf by 100's	boxes	12				( )	( )
Vitamin B1 B2 B12 by 100's	tablets	500				( )	( )
Vitamin B1 B2 B12 by	ampules	20				( )	( )
Vitamin C non acidic	capsules	1500				( )	( )
Tetanus Toxoid	ampules	150				( )	( )
--Nothing to follow--							
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:

	PRIMARY REQUIREMENTS from(*Section 4.1 of GPPB Circular No. 06-2026*)
( )	Duly signed Original Copy/Certify True Copy of **Request for Quotation (RFQ)**. Prices shall be quoted in
( )	**PhilGEPS Platinum Certificate of Registration/ PhilGEPS Registration Is RED** *(Updated & Original or CTC)*
( )	**Business/ Mayor's Permit** *(Updated & Original or CTC)*

( )	**PCAB License***(if infrastructure)(Updated & Original or CTC)*
( )	**Professional License/ CV** *(if Consulting) (Updated & Original or CTC)*
( )	**Latest Income / Business Tax Return** *(Updated & Original or CTC) (for ABC Php. 500,000 and above)*
( )	**Notarized Omnibus Sworn Statement** *(for ABC 50k and above; as lot basis) with Government-Issued ID with signature and* **Corporate Secretary Certificate** *(if Corporation)*
	SECONDARY REQUIREMENT ***(If the TWG requires clarification)***
( )	**BIR Certificate of Registration (BIR 2303)** *(Updated & Original or CTC)*
( )	**Brochure / Specify the Specific Brand or Model in the RFQ** *(if applicable) (Updated & Original or CTC)*
( )	**Other Certifications, Permits, or Licenses, as may be required by the TWG based on the nature of the procurement** *(e.g., Certificate of Distributorship/Dealership, Certificate of Product Registration, License to Operate (LTO), Certificate of Product Registration (CPR), FDA Certificate of Medical Device Registration (CMDR), etc.).*

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 _____.

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