



**REQUEST FOR QUOTATION**

Supply and Delivery of Drugs and Medicines for the University Clinic of MinSU Main Campus

PR No.: PR24-0079

RFQ No. 2024-25

ABC Amount: Php200,000.00

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the address stated in the last page.

**NEMESIO H. DAVALOS, Ph.D.**

BAC Chairperson

- Note:
1. All entries must be typewritten.
  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. G-EPIS Registration Certificate shall be attached upon submission of the Quotation.
  6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
  7. Mode of delivery: [ ] Pick-up (Schedule) [ ] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
1	sachet	Acetylcysteine 600mg	300		
2	boxes	Aluminum Hydroxide	6		
3	boxes	Amoxicillin 500 mg. by 100's	5		
4	boxes	Ascorbic acid 500mg by 100's	20		
5	tablets	Azithromycin 500mg	30		
6	tablets	Betahistine HCl 24mg by 100's	50		
7	boxes	Butamirate Citrate 50mg by 100's	6		
8	bottles	Calamine lotion 60ml	4		
9	sachets	Carbocisteine	400		
10	tablets	Cefuroxime 500mg	300		
11	boxes	Cetirizine 10mg by 100's	5		
12	tablets	Celecoxib 400mg	150		
13	boxes	Cinnarizine 25mg by 100's	6		
14	boxes	Chlorphenamine Maleate 4mg by 100's	5		
15	caps	Clindamycin HCl 300mg	100		
16	tubes	Clotrimazole cream 10mg	5		
17	boxes	Cloxacillin 500mg by 100's	5		
18	tablets	Clonidine 75mcg	50		
19	boxes	Cotrimoxazole 400 mg. by 100's	5		
20	tablets	Co Amoxilav 625mg	300		
21	boxes	Cotrimoxazole 800 mg. by 100's	2		
22	boxes	Clotrimazole cream 15mg	3		
23	boxes	Dexamethasone 500mcg by 100's	4		
24	caps	Dextromethopan HBr 10mg	300		
25	bottles	Dextromethopan HBr 15mg/5ml syrup 54ml	15		
26	box	Diphenhydramine HCl 50mg/ampule by 10's	1		
27	caps	Diphenhydramine 50mg	50		
28	boxes	Domperidone 10mg by 100's	4		
29	boxes	Hypromellose 15ml eye drops (red)	10		





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:
  - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
  - b. PhilGEPS Registration
  - c. Valid Mayor's/Business Permit
  - d. Omnibus Sworn Statement
  - e. BIR Certificate of Registration
  - f. Latest Income/Business Tax Return
  - g. TAX Clearance
  - h. DTI Registration/SEC Certificate
  - i. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

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

#### Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

#### Award

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

#### Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

#### 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 or 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, or 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. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

#### Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

#### Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

#### 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 or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.