



BIDS AND AWARDS COMMITTEE

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REQUEST FOR QUOTATION

PROCUREMENT OF OFFICE SUPPLIES

RFQ NO. 2017-10-240 (R-445)

1. The Davao Regional Medical Center, hereinafter referred to as "the Purchaser", has a requirement for the Procurement of Office Supplies.
2. Procurement procedures will be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act 9184 (R.A. 9184).
3. A complete set of bidding documents may be purchased by interested bidders **October 23-26, 2017** from the address below and upon payment of a non-refundable fee for the bidding documents in the amount of 500.00.
4. Quotations must be delivered at the PROCUREMENT SECTION/ BAC SECRETARIAT, Davao Regional Medical Center, Apokon, Tagum City on or before **9:30 A.M. 26 October, 2017.**
5. Your price quotation must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid if the contract is awarded.
6. Price Schedule must be quoted in words as well as in figures, **computerized/typewritten** with no missing pages and **must be placed in a sealed envelope marked (RFQ: 17-10-240).** All pages comprising the Documents must be duly signed for authenticity. Failure to comply is a ground for disqualification.
7. Bids shall be valid for ninety (90) days from the Opening of Bids.
8. The delivery period shall be within ten (10) working days from the receipt of the Notice to Proceed.
9. **DELIVERY SITE: Materials Management Section, Davao Regional Medical Center, Apokon, Tagum City.**
10. The applicable rate for late deliveries is one tenth (1/10) of the one (1) percent of the cost of the unperformed portion for every day of delay.

The maximum deduction shall be ten (10) percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten (10) percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.

11. The DRMC reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract Award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
12. Bidders are entitled to one (1) bid only, otherwise all bids made shall automatically be rejected.
13. **The prospective bidder shall submit Certified True Copy of the following requirements in one envelope.**
 - a. **Price Schedule**
 - b. **Technical Specifications**
 - c. **Mayor's/Business Permit**
 - d. **PhilGEPS Registration Number**
 - e. **Income/Business Tax Return**
 - f. **Omnibus Sworn Statement**
 - g. **Professional License/Curriculum Vitae , for Consulting Services**
 - h. **Philippine Contractors Accreditation Board (PCAB), for Infrastructure Projects**
 - i. **Certificate of Product Registration (CPR), if applicable**
 - j. **FDA License to Operate with List of Sources, if applicable**

RHODORA M. BOISER, MPA
Chairperson, Bids and Awards Committee



Republic of the Philippines
Department of Health
DAVAO REGIONAL MEDICAL CENTER
Apokon, Tagum City



PhilGEPS Reference Number:

For Goods Offered From Within the Philippines - Price Schedule

Name of Bidder: _____

IB No. 17-10-240

Date: 10-18-17

Telephone No.: _____

PR No. 17-10-362

Date: 10-04-17

Address: _____

Resolution No: 10-445 (Negotiated-Small Value Procurement)

Date of Opening:

Item No.	Description	QTY.	Unit	Approved Budget for the Contract (ABC)/unit	Approved Budget for the Contract (ABC)/Item	Unit Price (amount in figures and words)	Total
1	Certificate holder, as per sample	4	pc	115.00	460.00		
	brand						
	packaging/model						
	country of origin						
2	Paper, Manila	50	pc	5.00	250.00		
	brand						
	packaging/model						
	country of origin						
3	Paper, PPC (book paper), Legal (8-1/2" x 14"), 70 gsm, white	3	ream	150.00	450.00		
	brand						
	packaging/model						
	country of origin						
4	Pen, Ballpoint, 0.5 tip, black	48	pc	6.00	288.00		
	brand						
	packaging/model						
	country of origin						
5	Pen, permanent marking, refillable, black	5	pc	25.00	125.00		
	brand						
	packaging/model						
	country of origin						
6	Tape, transparent, 1" width, 24mm thick	1	roll	15.00	15.00		
	brand						
	packaging/model						
	country of origin						
	X-X-X-X-X-X-X						
	Purpose: For the use of Nursing Service Year End Evaluation and Strategic Planning 2018-2020 on November 22-23, 2017, DRMC, Apokon, Tagum City						
	Approved Budget for the Contract: PhP				1,588.00		



Republic of the Philippines
Department of Health
DAVAO REGIONAL MEDICAL CENTER
Apokon, Tagum City

PhilGEPS Reference Number:

For Goods Offered From Within the Philippines - Price Schedule

Name of Bidder: _____ IB No. 17-09-204 Date: 09-19-17
Telephone No.: _____ PR No. 17-08-315 Date: 08-31-17
Address: _____ Resolution No: 09-379 (Negotiated-Small Value Procurement)

Date of Opening:

Item No.	Description	QTY.	Unit	Approved Budget for the Contract (ABC)/unit	Approved Budget for the Contract (ABC)/Item	Unit Price (amount in figures and words)
1	OFFICE SUPPLIES	1	lot	Lot Price	-	
	Pen, ball point, 0.5 tip, black	10	pc	10.00		
	Notebook , 30-50 leaves	15	pc	15.00		
	long bond paper	150	ream	150.00		
	Long Plastic Envelope	20	pc	20.00		
	Cartolina, blue	9	pc	9.00		
	Cartolina, yellow	4	pc	4.00		
	manila paper	30	pc	30.00		
	marker, assorted colors					
	17-09-332					
	Notebook, 50 leaves	40	pc	23.50		
	Pen, Sign, black	40	pc	50.00		
	Stationery Paper for certificate, 20's short, as per sample	2	pack	30.00		
	17-09-333					
	Frame, short, for Certificate, as per sample	4	pc	100.00		
	Paper, bond, A4 (210x297mm), 70 gsm, white	5	ream	250.00		
	Stationery Paper for certificate, 20's, short, as per sample	1	pack	30.00		
	Laser Pointer (TOKEN)	4	pc	500.00		
	17-09-334					
	Pen, Ballpoint, 0.5 tip, blue	32	pc	6.00		
	Pen, Ballpoint, 0.5 tip, red	10	pc	6.00		
	Paper, bond, legal (8-1/2" x 13"), 70 gsm, white	2	ream	350.00		
	Folder, clear, long, any color	33	pc	13.00		
	Certificate holder, as per sample	14	pc	115.00		
	Ring binder, S-1" dia	10	pc	15.00		

	Laser Pointer (TOKEN)	7	pc	500.00		
	Tape Measusre	6	pc	30.00		
	Paper fastener,plastic, colored, 50 sets/box	1	box	35.00		
	17-09-335					
	Pen, Ballpoint, 0.5 tip, black	48	pc	6.00		
	Paper, bond, legal (8-1/2" x 13"), 70 gsm, white	2	ream	350.00		
	Folder, clear, long, any color	41	pc	13.00		
	Certificate holder, as per sample	4	pc	115.00		
	Ring binder, S-3/4" dia	10	pc	15.00		
	Laser Pointer (TOKEN)	4	pc	500.00		
	17-09-336					
	Pen, Ballpoint, 0.5 tip, blue	16	pc	6.00		
	Paper, bond, legal (8-1/2" x 13"), 70 gsm, white	10	ream	350.00		
	Folder, clear, long, any color	16	pcs	13.00		
	Certificate holder, as per sample	26	pcs	115.00		
	Ring binder, S-1" dia	10	pcs	15.00		
	Laser Pointer (TOKEN)	9	pcs	500.00		
	Paper fastener,plastic, colored, 50 sets/box	1	box	35.00		
	Stationery Paper for certificate, 20's short, as per sample	2	pack	40.00		
	17-09-334					
	Cotton pledget, 6", wooden, sterile, individually packed, 100's	1	box	100.00		
	Cotton, absorbent	1	roll	15.00		
	Gloves examination, latex free, powder free, medium, 100's , with certificate of product registration (cpr)	1	box	300.00		
	x-x-x-x-x-x-x					
	Purpose: To be used during the Conduction of Internal Quality Audit on October 23 to 27, 2017					
	Approved Budget for the Contract: PhP				#REF!	

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Republic of the Philippines
Department of Health
DAVAO REGIONAL MEDICAL CENTER
Apokon, Tagum City

PhilGEPS Reference Number:

For Goods Offered From Within the Philippines - Price Schedule

Name of Bidder: _____ IB No. 17-09-204 Date: 09-19-17
Telephone No.: _____ PR No. 17-08-315 Date: 08-31-17
Address: _____ Resolution No: 09-379 (Negotiated-Small Value Procurement)

Date of Opening:

Item No.	Description	QTY.	Unit	Approved Budget for the Contract (ABC)/unit	Approved Budget for the Contract (ABC)/Item	Unit Price (amount in figures and words)
1	OFFICE SUPPLIES	1	lot	Lot Price		
1.1	Cartolina, blue, 74 gsm & up	5	pc	9.00	45.00	HRMS
1.2	Cartolina, yellow, 74 gsm & up	5	pc	9.00	45.00	HRMS
1.3	Certificate holder, as per sample	44	pc	115.00	5,060.00	
1.4	Envelope, plastic long, assorted colors	70	pc	20.00	1,400.00	HRMS
1.5	Folder, clear, long, any color	90	pc	13.00	1,170.00	
1.6	Frame, short, for Certificate, as per sample	4	pc	100.00	400.00	
1.7	Laser Pointer (TOKEN)	24	pc	500.00	12,000.00	
1.8	Marker, assorted colors	5	pc	30.00	150.00	HRMS
1.9	Notebook , 30-50 leaves	70	pc	15.00	1,050.00	HRMS
1.10	Notebook, 50 leaves	40	pc	23.50	940.00	
1.11	Paper fastener, plastic, colored, 50 sets/box	2	box	35.00	70.00	
1.12	Paper, Manila	15	pc	4.00	60.00	HRMS
1.13	Paper, PPC (book paper), A4, (210x297mm), 70gsm, white	5	ream	130.00	650.00	
1.14	Paper, PPC (book paper), legal (8-1/2"x14"), 70 gsm, white	19	ream	150.00	2,850.00	HRMS-5
1.15	Pen, Ballpoint, 0.5 tip, black	118	pc	6.00	708.00	HRMS-70
1.16	Pen, Ballpoint, 0.5 tip, blue	48	pc	6.00	288.00	
1.17	Pen, Ballpoint, 0.5 tip, red	10	pc	6.00	60.00	
1.18	Pen, Sign, black	40	pc	50.00	2,000.00	
1.18	Ring binder, S-1" dia	20	pc	15.00	300.00	
1.20	Ring binder, S-3/4" dia	10	pc	15.00	150.00	
1.21	Stationery Paper for certificate, 20's short, as per sample	5	pack	30.00	150.00	
2	MEDICAL SUPPLIES	1	lot	Lot Price		
2.1	Cotton pledget, 6", wooden, sterile, individually packed, 100's	1	box	100.00	100.00	

2.2	Cotton, absorbent	1	roll	15.00	15.00	
2.3	Gloves examination, latex free, powder free, medium, 100's , with certificate of product registration (cpr)	1	box	300.00	300.00	
3	HOUSEKEEPING SUPPLIES	1	lot	Lot Price		
3.1	Tape measure, 60" Length	6	pc	30.00	180.00	
	x-x-x-x-x-x					
Purpose: To be used during the Conduction of Internal Quality Audit on October 23 to 27, 2017						
	Deployment:					
Item 1.1, 1.2, 1.4, 1.8, 1.9, 1.12, 1.14 (5), 1.15 (70) - HRMS (PR No. 17-09-323)						
Item 1.3, 1.5, 1.6, 1.7, 1.10, 1.11, 1.13, 1.14 (14), 1.15 (70), 1.6, 1.17,1.18,1.19, 1.20, 1.21. 2, 3 - (PETU)						
Approved Budget for the Contract: PhP					#REF!	

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Republic of the Philippines
Department of Health
DAVAO REGIONAL MEDICAL CENTER
Apokon, Tagum City
BIDS AND AWARDS COMMITTEE



TECHNICAL SPECIFICATIONS

Item No.	Purchaser's Specifications	Quantity		Supplier's Specification
1	Certificate holder, as per sample	4	pc	
2	Paper, Manila	50	pc	
3	Paper, PPC (book paper), Legal (8-1/2" x 14"), 70 gsm, white	3	ream	
4	Pen, Ballpoint, 0.5 tip, black	48	pc	
5	Pen, permanent marking, refillable, black	5	pc	
6	Tape, transparent, 1" width, 24mm thick	1	roll	

NAME OF COMPANY

ADDRESS

SIGNATURE OVER PRINTED NAME

TELEPHONE/FAX NO.

(Duly authorized to sign the Bid)