



**BIDS AND AWARDS COMMITTEE**

=====

**REQUEST FOR QUOTATION**

**PROCUREMENT OF OFFICE SUPPLIES & INFORMATION, EDUCATION &  
COMMUNICATION (IEC) MATERIALS**

**RFQ NO. 2017-11-309 (R-622)**

1. The Davao Regional Medical Center, hereinafter referred to as "the Purchaser", has a requirement for the Procurement of Office Supplies & IEC Materials.
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 **November 28-December 1, 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 **10:00AM 1 December, 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: 17-11-309)**. 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**

**(SGD)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. 17-11-309 Date: 11-23-17  
Telephone No.: \_\_\_\_\_ PR No. 17-11-457; 17-11-459 Date: 11-16-17; 11-16-17  
Address: \_\_\_\_\_ Resolution No: 11-622 (Negotiated-Small Value Procurement)  
**Date of Opening: December 1, 2017 10:00AM RDR Conference Hall**

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
	<b>OFFICE SUPPLIES</b>						
1	Photopaper, A4 size brand packaging/model country of origin	20	pack	120.00	2,400.00		
2	Parchment Paper, 10 sheets, beige, A4 size brand packaging/model country of origin	10	pack	30.00	300.00		
3	Paper, bond, A4 9210x297mm), 70 gsm, white brand packaging/model country of origin	10	ream	130.00	1,300.00		
	<b>INFORMATION, EDUCATION &amp; COMMUNICATION (IEC) MATERIALS</b>						
4	Bookmark, 95cm width by 20cm length, as per sample For 5 Moments of Hand Hygiene and Hand Hygiene Procedure brand packaging/model country of origin	500	pc	20.00	10,000.00		
5	Balloons, Standing, Plain, Color: Green & White brand packaging/model country of origin	4	pc	1,200.00	4,800.00		
6	Spider x Banner stand or Tarpaulin stand - 3ft (W) x 6ft (L) - w/ aluminum tripod base - fast & easy set-up brand packaging/model country of origin	4	pc	1,500.00	6,000.00		
7	Tarpaulin, Personalized, 4ft x 8 ft, as per sample brand packaging/model country of origin	10	pc	360.00	3,600.00		
8	T-shirt, w/ personalized design, White, as per sample	15	pc	200.00	3,000.00		



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. 17-11-309

Date: 11-23-17

Telephone No.: \_\_\_\_\_

PR No. 17-11-457; 17-11-459

Date: 11-16-17; 11-16-17

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

Resolution No: 11-622 (Negotiated-Small Value Procurement)

Date of Opening: December 1, 2017 10:00AM RDR Conference Hall

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
	Sizes:						
	- XXL-2						
	- XL-3						
	- L-7						
	- M-3						
	brand						
	packaging/model						
	country of origin						
	X-X-X-X-X-X						
	Purpose: To be used during the Infection Prevention & Control Awareness Week on December 11-15, 2017						
	DRMC, Apokon, Tagum City						
	Approved Budget for the Contract: PhP				31,400.00		



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)
<b>1</b>	<b>OFFICE SUPPLIES</b>	<b>1</b>	<b>lot</b>	<b>Lot Price</b>	<b>-</b>	
	<b>Pen, ball point, 0.5 tip, black</b>	10	pc	10.00		
	<b>Notebook , 30-50 leaves</b>	15	pc	15.00		
	<b>long bond paper</b>	150	ream	150.00		
	<b>Long Plastic Envelope</b>	20	pc	20.00		
	<b>Cartolina, blue</b>	9	<b>pc</b>	<b>9.00</b>		
	<b>Cartolina, yellow</b>	4	<b>pc</b>	<b>4.00</b>		
	<b>manila paper</b>	30	<b>pc</b>	<b>30.00</b>		
	<b>marker, assorted colors</b>					
	<b>17-09-332</b>					
	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		
	<b>17-09-333</b>					
	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		
	<b>17-09-334</b>					
	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		
	<b>17-09-334</b>					
	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					
	<b>Approved Budget for the Contract: PhP</b>				<b>#REF!</b>	



curement)

[illegible]

[illegible]



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)
<b>1</b>	<b>OFFICE SUPPLIES</b>	<b>1</b>	<b>lot</b>	<b>Lot Price</b>		
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	
<b>2</b>	<b>MEDICAL SUPPLIES</b>	<b>1</b>	<b>lot</b>	<b>Lot Price</b>		
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	
<b>3</b>	<b>HOUSEKEEPING SUPPLIES</b>	<b>1</b>	<b>lot</b>	<b>Lot Price</b>		
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)					
	<b>Approved Budget for the Contract: PhP</b>				<b>#REF!</b>	



[illegible]



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
	<b>OFFICE SUPPLIES</b>			
1	Photopaper, A4 size	20	pack	
2	Parchment Paper, 10 sheets, beige, A4 size	10	pack	
3	Paper, bond, A4 9210x297mm), 70 gsm, white	10	ream	
	<b>INFORMATION, EDUCATION &amp; COMMUNICATION (IEC) MATERIALS</b>			
4	Bookmark, 95cm width by 20cm length, as per sample	500	pc	
	For 5 Moments of Hand Hygiene and Hand Hygiene Procedure			
5	Balloons, Standing, Plain, Color: Green & White	4	pc	
6	Spider x Banner stand or Tarpaulin stand	4	pc	
	- 3ft (W) x 6ft (L)			
	- w/ aluminum tripod base			
	- fast & easy set-up			
7	Tarpaulin, Personalized, 4ft x 8 ft, as per sample	10	pc	
8	T-shirt, w/ personalized design, white, as per sample	15	pc	
	Sizes:			
	- XXL-2			
	- XL-3			
	- L-7			
	- M-3			

NAME OF COMPANY

ADDRESS

SIGNATURE OVER PRINTED NAME  
(Duly authorized to sign the Bid)

TELEPHONE/FAX NO.