



Republic of the Philippines
 Province of Albay
CITY OF TABACO

Bids and Awards Committee

REQUEST FOR QUOTATION

RFQ No. 2026-0073

Date: February 24, 2026

The **City Government of Tabaco** through its Bids and Awards Committee (BAC), intends to procure "**Supply & Delivery of Drugs & Medicines for Disaster Preparedness Stockpiling**" with an Approved Budget for the Contract (ABC) amounting to **Five Hundred Ninety-Nine Thousand, Nine Hundred Fifty-Five Pesos and Forty Centavos (Php 599,955.40)** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of RA No. 12009.

Please quote your best offer for the items described herein, subject to compliance with the **Terms and Conditions** provided in this Request for Quotation. Submit your duly signed quotation **not later than 9:00AM of March 02, 2026** at the following address:

Atty. William B. Balayo, CPA
 Chairman, Bids & Awards Committee
 LGU-Tabaco City-BAC Office,
 3rd Flr. Annex Building, Tabaco City Hall, Tabaco City

Interested supplier/service provider shall submit the following applicable documentary requirements together with their Price Quotation:

- (1) **PhilGEPS Registration Number**
- (2) **Valid Mayor's/Business Permit¹**
- (3) **BIR Certificate of Registration²**
- (4) **Latest Income / Business Tax returns (for ABC above 500K)**
- (5) **For Drugs and Medicines: (a) Valid License to Operate (LTO) issued by FDA, (b) Valid Certificate of Registration (CPR) and © Valid Certificate of Good Manufacturing Practice (CGMP).**

The winning bidder, upon receipt of the Notice of Award or before the issuance of Purchase Order, shall likewise submit a **Notarized Omnibus Sworn Statement**, and if applicable, Original Notarized Secretary's Certificate in case of Corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the bidder.

Place your proposal in a sealed envelope and indicate the following details on the face of the envelope: **Company Name & Address, PhilGEPS Reference No./RFQ No., and Closing Date and Time. PLEASE NOTE THAT WE DO NOT ACCEPT BID PROPOSAL/QUOTATION SUBMITTED THROUGH E-MAIL.**

The Head of the Procuring Entity (HoPE) of the City Government of Tabaco reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA 12009.

For any clarification, you may contact us at telephone no. 487-5063 or 487-5796 or email address bactabaco2025@gmail.com

DANIEL C. CONFESOR
 Chief BAC Secretariat

¹In case of recently expired Mayor's Permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.

²The line of business in the BIR Certificate of Registration and Mayor's Permit must be at least similar or related to the project/items being procured.

End-User:	City Disaster Risk Reduction Management Office (CDRRMO) - City Health Unit (CHU)	PR No.	2026-02-0084
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INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Accomplish this RFQ correctly, accurately and completely.
- 2) Do not alter the contents of this form in anyway.
- 3) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to the deadline of extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements / provisions including manifestation on the agreement with the Terms and Conditions below. In case a prospective supplier/ service provider submits a filled-out RFQ with a supporting document (i.e. a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
- 4) **All mandatory technical specifications must be complied with.** Failure to comply with any of the mandatory requirements shall render the quotation ineligible/disqualified.
- 5) Quote your best offer for the item/s below. Blank item/s is not acceptable and shall render your quotation ineligible/disqualified. Choices or alternative offer is also not allowed. Indicate "0" if item is being offered for free.
- 6) **Brand and/or model of item/s offered, if applicable, shall be indicated across the applicable item. For equipment, brochure/ picture with technical specifications of offered item/s shall be submitted.**
- 7) Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS & CONDITIONS

- 1) Bidder shall provide correct and accurate information required in this form.
- 2) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 3) Price quotation/s must be valid for a period of **ninety (90) calendar days** from the date of submission of quotation.
- 4) Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- 5) Quotations exceeding the total budget per item and the Approved Budget for the Contract (ABC) shall be rejected.
- 6) Award of contract shall be made to the lowest quotation (per contract) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 7) In case two or more bidders are determined to have submitted the Lowest Calculated Quotations / Lowest Calculated and Responsive Quotation, the City Government of Tabaco shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 8) The goods and services shall be delivered **within 15 calendar days from the receipt of Purchase Order/Contract/Notice to Proceed.**
- 9) Item/s delivered shall be inspected on the scheduled date and time of the Property Inspector/GSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
- 10) Payment shall be processed only after delivery and upon the submission of the required supporting documents, in accordance with the existing government accounting rules and regulations.
- 11) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The City Government of Tabaco may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 12) The City Government of Tabaco may cancel or terminate the contract at any time in accordance with the grounds provided under RA 12009 and its IRR.
- 13) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project shall be deemed to form part of the contract.

End-
User:

City Disaster Risk Reduction Management Office
(CDRRMO) - City Health Unit (CHU)

PR No.

2026-02-0084

RFQ No. 2026-0073

Date: _____

Name of the Company: _____

Address: _____

TIN: _____ PhilGEPS Registration No.: _____

PRICE QUOTATION

Atty. William B. Balayo, CPA
 Chairman, Bids & Awards Committee
 LGU-Tabaco City-BAC Office,

Dear Sir:

After having carefully read and accepted the Instructions and Terms and Conditions (Annex A) of this Request for Quotation, I/We submit our quotation/s for the item/s as follows:

End-User:	City Disaster Risk Reduction Management Office (CDRRMO) - City Health Unit (CHU)			PR No.	2026-02-0084		RFQ No. 2026-0073	
Project Name:	Supply & Delivery of Drugs & Medicines for Disaster Preparedness Stockpiling					Approved Budget for the Contract (ABC)	PHP 599,955.40	
Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specification ¹	Technical Proposal	Financial Proposal (Indicate the Price Offered)	
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price (VAT Inclusive)	Total Price ² (VAT Inclusive)
1	Azithromycin 500mg tablet, 3/box	58	box	20,880.00				
2	Aciclovir 800mg tablet, 30/box	20	box	36,000.00				
3	Amlodipine 10mg tablet, 100/box	15	box	27,450.00				
4	Atorvastatin 20mg tablet, 100/box	10	box	7,800.00				
5	Ciprofloxacin 500mg tablet, 100/box	14	box	27,650.00				
6	Co-amoxiclav (Amoxicillin + Clavulamic Acid) 500+125mg tablet, 20/box	39	box	13,260.00				
7	Cefixime 200mg capsule, 30/box	28	box	39,900.00				
8	Losartan 50mg tablet, 100/box	30	box	46,500.00				
9	Loratadine 10mg tablet, 100/box	10	box	5,500.00				
10	Omeprazole 40mg capsule	500	cap	42,500.00				
11	Paracetamol 500mg tablet, 100/box	16	box	3,520.00				
12	Mefenamic Acid 500mg capsule, 100/box	10	box	7,000.00				
13	Vitamin B1, B6, B12 100mg B1+5mg B6+50mcg B12 per tablet, 100/box	20	box	22,000.00				
14	Acetylcysteine 200mg oral powder sachet	200	sachet	3,344.00				
15	Aciclovir 200mg/5ml 60ml suspension	30	bottle	15,000.00				
16	Amoxicillin 250mg/5ml susp, 60ml	72	bottle	5,760.00				
17	Alum. Hydroxide + Magnesium Hydroxide 225mg+200mg/5ml, 60ml oral susp.	144	bottle	10,080.00				
18	Ascorbic acid (vitamin c) 100mg/5ml, 60ml syrup	144	bottle	10,368.00				
19 mfc	Ascorbic acid (vitamin c) 100mg/ml, 15ml oral drops	144	bottle	6,480.00				

End-User:	City Disaster Risk Reduction Management Office (CDRRMO) - City Health Unit (CHU)	PR No.	2026-02-0084	RFQ No. 2026-0073				
Project Name:	Supply & Delivery of Drugs & Medicines for Disaster Preparedness Stockpiling				Approved Budget for the Contract (ABC)	PHP 599,955.40		
Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specification ¹	Technical Proposal	Financial Proposal (Indicate the Price Offered)	
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price (VAT Inclusive)	Total Price ² (VAT Inclusive)
20	Cefalexin 250ml/5ml susp, 60ml	288	bottle	16,560.00				
21	Cetirizine 5mg/5ml syrup, 60ml	144	bottle	13,680.00				
22	Cetirizine 2.5mg/ml 10ml oral drops	72	bottle	8,640.00				
23	Cloxacillin 250mg/5ml suspension, 60ml	30	bottle	1,380.00				
24	Co-amoxiclav (Amoxicillin+Clavulamic Acid) 200mg+28.5mg/5ml oral susp, 70ml	100	bottle	27,500.00				
25	Co-amoxiclav (Amoxicillin+Clavulamic Acid)400mg+57mg/5ml, 70ml oral susp	100	bottle	31,194.00				
26	Clarithromycin 250mg/5ml, 50ml oral susp	44	bottle	24,200.00				
27	Cefixime 100mg/5ml, 60ml oral susp	72	bottle	21,592.80				
28	Clotrimazole 1% (10mg/g) 10g cream	20	tube	2,942.80				
29	Erythromycin 200mg/5ml, 60ml oral susp	36	bottle	3,600.00				
30	Hydrocortisone 1% 10gram cream	40	tube	4,680.00				
31	Lagundi (Vitex Negundo L) 300mg/5ml syrup, 60ml	288	bottle	22,752.00				
32	Multivitamins per 5ml, 60ml syrup	288	bottle	21,600.00				
33	Paracetamol 100mg/ml oral drops, 15ml	144	bottle	8,352.00				
34	Paraceamol 250mg/5ml suspension, 60ml	288	bottle	36,000.00				
35	Salbutamol 2mg/ml 2.5ml resp. solution	145	neb	1,305.00				
36	Salbutamol 2mg/5ml, 60ml syrup	52	bottle	2,984.80				
Total (Php)								

¹Indicate "Comply" or "Not Comply". Non-compliance with the minimum required specifications shall be rejected.

²Inclusive of all costs and applicable taxes.

Signature over Printed Name

Position/Designation

Office Telephone No./Mobile No./Email Address