



Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

REQUEST FOR QUOTATION

RFQ No. 2026-0767

Date: June 16, 2026

The **City Government of Tabaco** through its Bids and Awards Committee (BAC), intends to procure "**Supply & Delivery of Drugs & Medicines for Family Wellness K-Linik**" with an Approved Budget for the Contract (ABC) amounting to **Seven Hundred Seventy-Five Thousand, Five Hundred Three Pesos and Fifty-Nine Centavos (Php 775,503.59)** 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 June 23, 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 mobile no. 0929-881-0584/0995-290-8215 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:	CHU – Family Wellness K-Linik (Fatima)	PR No.	2026-06-0892
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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 30 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:

CHU – Family Wellness K-Linik (Fatima)

PR No.

2026-06-0892

RFQ No. 2026-0767

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:	CHU – Family Wellness K-Linik (Fatima)	PR No.	2026-06-0892	RFQ No. 2026-0767				
Project Name:	Supply & Delivery of Drugs & Medicines for Family Wellness K-Linik			Approved Budget for the Contract (ABC)	PHP 775,503.59			
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	Amikacin 50 mg/mL. 2ml Solution for Injection Ampule	24	amp	1,125.12				
2	Amlodipine 10mg/tab, 100/box	69	box	126,270.00				
3	Amlodipine 5mg/tab, 100/box	100	box	45,000.00				
4	Ampicillin 1g Powder for Injection Vial	50	vial	1,391.50				
5	Ampicillin 500mg Powder for injection Vial	22	vial	1,078.00				
6	Aspirin 80mg/tab, 100/box	30	box	8,640.00				
7	Atropine 1mg/ml. 1ml Solution for Injection Ampule	1	amp	100.00				
8	Azithromycin 500mg Tablet, 3/box	8	box	2,880.00				
9	Calcium (equiv. to 500mg elemental calcium) Tablet, 100/box	103	box	16,995.00				
10	Calcium Gluconate 10%, 10ml Solution for Injection Ampule	4	amp	472.00				
11	Captopril 25mg/tab, 100/box	30	box	7,200.00				
12	Cefalexin 100mg/ml, 10ml Oral Drops Bottle	8	bottle	400.00				
13	Cefalexin 250mg/5ml, 60ml Syrup Bottle	66	bottle	2,442.00				
14	Cefalexin 500mg Capsule, 100/box	6	box	17,250.00				
15	Cetirizine 5mg/5ml, 30ml Syrup Bottle	30	bottle	2,850.00				
16	Chlorphenamine (Chlopheniramine) 4mg/tab, 100/box	7	box	1,617.00				
17	Cinnarizine 5mg/tab, 100/box	14	box	4,200.00				
18	Cloxacillin 250mg/5ml, 60ml Oral Solution Bottle	19	bottle	874.00				

End-User:	CHU – Family Wellness K-Linik (Fatima)	PR No.	2026-06-0892	RFQ No. 2026-0767				
Project Name:	Supply & Delivery of Drugs & Medicines for Family Wellness K-Linik				Approved Budget for the Contract (ABC)	PHP 775,503.59		
Item No.	ITEM DESCRIPTION	Qty	Unit	Total Budget Per Item	Compliance with Specification¹	Technical Proposal	Financial Proposal (Indicate the Price Offered)	
	(Item Name & Technical Specifications)					Brand Model Offered, if applicable	Unit Price (VAT Inclusive)	Total Price² (VAT Inclusive)
19	Co-Amoxiclav (Amoxicillin + Clavulanic Acid) 400mg + 57mg/5ml, 70ml Oral Suspension Bottle	30	bottle	9,358.20				
20	Co-Amoxiclav (Amoxicillin + Clavulanic Acid) 500mg + 125mg Tablet, 20/box	19	box	6,460.00				
21	Co-Amoxiclav (Amoxicillin + Clavulanic Acid) 875mg + 125mg Tablet, 14/box	26	box	21,840.00				
22	Dexamethasone 4mg/ml, 2ml Solution for Injection Ampule	22	amp	735.46				
23	Dicycloverine (Dicyclomine) 10mg Tablet, 100/box	27	box	7,560.00				
24	Dicycloverine (Dicyclomine) 10mg/5ml, 60ml Syrup Bottle	28	bottle	1,995.84				
25	Diphenhydramine 12.5mg/5ml Syrup, 60ml/bottle	78	bottle	6,240.00				
26	Diphenhydramine 50mg/cap, 100/box	21	box	6,825.00				
27	Diphenhydramine 50mg/ml, 1ml Solution for Injection Ampule	20	amp	1,960.00				
28	Erythromycin 0.5%, 3.5g Eye Ointment Tube	25	tube	15,000.00				
29	Ferrous Salt + Folic Acid 60mg Elemental iron + 400mcg Capsule, 100/box	100	box	30,000.00				
30	Fluticasone + Salmeterol 125mcg + 25mcg, 120 Actuations Metered Dose Inhaler	21	cannister	7,560.00				
31	Furosemide 40mg/tab, 100/box	1	box	930.00				
32	Gliclazide 80mg/tab, 100/box	25	box	15,000.00				
33	Ibuprofen 400mg/tab, 100/box	9	box	3,150.00				
34	Ipratropium + Salbutamol 500mcg + 2.5mg, 2.5ml Respiratory Solution, 30/box	12	box	9,720.00				
35	Iron Sucrose 20mg/ml, 5ml Solution for Injection Ampule	41	amp	6,129.50				
36	Lidocaine 2%, 5ml Solution for Injection Vial, 50/box	12	box	7,200.00				
37	Loratadine 10mg/tab, 100/box	38	box	20,900.00				
38	Losartan 50mg/tab, 100/box	82	box	127,100.00				
39	Losartan 100mg/tab, 100/box	50	box	102,500.00				
40	Magnesium Sulfate 250mg/ml, 20ml Solution for Injection Vial	11	vial	792.00				
41	Medroxyprogesterone 150mg/ml, 1ml Suspension for Injection Vial	61	vial	2,854.80				
42	Mefenamic Acid 250mg/cap, 100/box	10	box	3,000.00				
43	Metoprolol 100mg Tablet, 100/box	5	box	1,485.00				
44	Metoprolol 50mg/tab, 100/box	6	box	1,500.00				
45	Multivitamins Capsule, 100/box	50	box	20,000.00				
46	Multivitamins per 1 lm, 15ml Oral Drops Bottle	61	bottle	3,502.62				

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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)
47	Multivitamins per 5ml, 120ml Syrup Bottle	57	bottle	4,796.55				
48	Nifedipine 10mg/cap, 100/box	1	box	810.00				
49	Oral Rehydration Salts (75 - Replacement) 20.5g/sachet, 25/box	6	box	2,400.00				
50	Oxytocin 10IU/ml, 1ml/amp, 10amp.box	10	box	28,500.00				
51	Paracetamol 100mg/ml, 15ml/bottle	19	bottle	1,102.00				
52	Paracetamol 250mg/5ml, 60ml/bottle (Syrup)	80	bottle	3,840.00				
53	Paracetamol 500mg/tab, 100/boxes	51	box	11,220.00				
54	Phytomenadione (Vitamin K) 10mg/ml, 1ml/amp	75	amp	3,225.00				
55	Presnisone 20mg/tab, 100/box	5	box	3,000.00				
56	Propranolol 10mg/tab, 100/box	1	box	2,000.00				
57	Salbutamol 2mg/ml, 2.5ml Respiratory Solution, 30/box	40	box	10,800.00				
58	Sterile Water for Injection, 1L Bottle	3	bottle	414.00				
59	Tetanus Toxoid 0.5ml/amp	50	amp	5,000.00				
60	Tramadol 50mg/cap, 100/box	1	box	450.00				
61	Tranexamic Acid 500mg Capsule, 100/box	1	box	4,495.00				
62	Tranexamic Acid 100mg/ml, 5ml/amp	40	amp	5,200.00				
63	Vitamin B1+B12+B6 100mg/5ml/50mcg capsule, 100/box	4	box	4,400.00				
64	Zinc 55mg/5ml (20mg Elemental Zinc), 60ml/bottle (Syrup)	26	bottle	1,768.00				
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