



Republic of the Philippines
Province of Albay
CITY OF TABACO

Bids and Awards Committee

REQUEST FOR QUOTATION

RFQ No. 2026-0973

Date: July 30, 2026

The **City Government of Tabaco** through its Bids and Awards Committee (BAC), intends to procure "**Supply & Delivery of Drugs and Medicines for MCK**" with an Approved Budget for the Contract (ABC) amounting to **Two Hundred Thousand, One Hundred Forty-One Pesos and Forty-Two Centavos (Php 200,141.42)** 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 August 06, 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) **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 - Mother & Child Lying In K-linik (MCK)	PR No.	2026-07-1161
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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 - Mother & Child Lying In K-linik (MCK)

PR No.

2026-07-1161

RFQ No. 2026-0973

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 - Mother & Child Lying In K-linik (MCK)			PR No.	2026-07-1161		RFQ No. 2026-0973	
Project Name:	Supply & Delivery of Drugs and Medicines for MCK					Approved Budget for the Contract (ABC)		PHP 200,141.42
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)
1	Amlodipine 10mg Tablet, 100/box	15	box	27,450.00				
2	Amoxicillin 250mg/5ml, 60ml Oral Suspension	100	bottle	8,000.00				
3	Amoxicillin 500mg Capsule, 100/box	20	box	8,000.00				
4	Ampicillin 500mg Powder for Injection Vial, 10/box	10	box	4,900.00				
5	Ascorbic Acid (Vitamin C) 100mg/5ml, 60ml Syrup Bot	100	bottle	7,200.00				
6	Asacorbic Acid (Vitamin C) 100mg/ml, 15ml Oral Drops Bottle	200	bottle	9,000.00				
7	Ascorbic Acid (Vitamin C) 500mg Tablet 100, 100/box	10	box	2,500.00				
8	Betamethosone 0.1%, 5g Ointment Tube	10	tube	450.00				
9	Calcim (Equiv. to 500mg Elemental Calcium) Tablet, 100/box	27	box	4,455.00				
10	Cefalexin 100mg/ml, 10ml Oral Drops Bottle	78	bottle	3,900.00				
11	Cefelexin 250mg/5ml, 60ml Syrup Bottle	133	bottle	4,921.00				
12	Cefalexin 500mg Capsule, 100/box	1	box	2,875.00				
13	Cloxacillin 250mg/5ml, 60ml Oral Solution Bottle	96	bottle	4,416.00				

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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	Total Price ²
							(VAT Inclusive)	(VAT Inclusive)
14	Co-Amoxiclav (Amoxicillin + Clavulanic Acid) 400mg + 57mg/5ml, 70ml Oral	10	bottle	3,119.40				
15	Co-Amoxiclav (Amoxicillin + Clavulanic Acid) 500mg + 125mg Tablet, 14/box	20	box	4,760.00				
16	Cotrimoxazole (Sulfamethoxazole + Trimethoprim) 800mg + 160mg Tablet, 100/box	2	box	1,500.00				
17	Cotrimoxazole (Sulfamethoxazole + Trimethoprim) 400mg + 80mg per 5ml Suspension, 60ml	25	bottle	6,250.00				
18	Dicycloverine (Dicyclomine) 10mg/5ml, 60ml Syrup Bottle	47	bottle	3,350.16				
19	Erythromycin 200mg/5ml, 60ml Oral Suspension	57	bottle	5,700.00				
20	Ferrous Salt (Equiv. to 15mg Elemental Iron) / 0.6ml, 16ml Oral Drops	50	bottle	1,750.00				
21	Ferrous Salt (Equiv. to 30mg Elemental Iron) / 5ml, 60ml Syrup	50	bottle	2,000.00				
22	Ferrous Salt + Folic Acid 60mg Elemental Iron + 400mcg Tablet 100/box	19	box	3,762.00				
23	Fluticasone + Salmeterol 125mcg + 25mcg, 120 Actuations Metered Dose Inhaler	5	pcs	1,800.00				
24	Lactated Ringer's, 1L Solution for Injection Bottle	25	bottle	2,450.00				
25	Lagundi [Vitex Negundo L. (Fam. Verbenaceae)] 300mg Tablet 100/box	25	box	5,225.00				
26	Lagundi [Vitex Negundo L. (Fam. Verbenaceae)] 300mg/5ml, 60ml Syrup Bottle	100	bottle	7,900.00				
27	Mefenamic Acid 500mg Tablet 100/box	12	box	6,192.00				
28	Metformin 500mg Tablet 100's/box	5	box	5,750.00				
29	Metoprolol 50mg Tablet 100's/box	15	box	3,750.00				
30	Multivitamins Tablet 100/box	15	box	4,875.00				
31	Multivitamins per 1ml, 15ml Oral Drops Bottle	123	bottle	7,062.66				
32	Multivitamins per 5ml, 60ml Syrup Bottle	97	bottle	7,275.00				

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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	Total Price ²
							(VAT Inclusive)	(VAT Inclusive)
33	Oral Rehydration Salts (75 - Replacement) 20.5g Oral Powder Sachet 25/box	3	box	1,200.00				
34	Paracetamol 100mg/ml, 15ml Oral Drops Bottled	131	bottle	7,598.00				
35	Phytomenadione (Phytonadioine, Vitamin K1) 10mg/ml, 1ml Solution for Injection Ampule 10/box	1	box	430.00				
36	Salbutamol 100mcg/dose, 200 Actuations Metered Dose Inhaler	10	pcs	1,210.00				
37	Salbutamol 2ml/5ml, 60ml Syrup Bottle	73	bottle	4,190.20				
38	Salbutamol 2mg/ml, 2.5ml (Unit Dose) Nebule, 30/box	5	box	3,000.00				
39	Ipratropium + Salbutamol 500mcg + 2.5mg, 2.5ml Respiratory Solution 30's/box	10	box	8,100.00				
40	Simvastatin 20mg Tablet 100's/box	5	box	1,875.00				
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