



November 16, 2020

REQUEST FOR QUOTATION (RFQ)

VARIOUS OFFICE SUPPLIES

1. The Batangas Medical Center hereinafter referred to as the “Purchaser” now request for submission of price proposal for the procurement of the aforesaid item described in the Technical Specifications.
2. A set of technical specifications are provided in the following Attachment. All items and jobs listed under the Purchaser’s Specifications must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the proposal
3. Procurement procedures will be conducted in accordance with the provisions of the Revised Implementing Rules and Regulations (IRR) OF Republic Act 9184
4. It is the intent of the Purchaser to evaluate the bid/proposal on a per item basis, and award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser’s technical specifications.
5. Quotations must be delivered at the address below not later than 12:00 PM on November 19, 2020

Procurement Section
Batangas Medical Center
Kumintanglbaba, Batangas City
6. Prices must be quoted in the Philippine Peso and must be include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site/s if the contract is awarded.
7. Bid/proposal may be typewritten and may be placed in a sealed envelope marked “SEALED BID FOR PROCUREMENT OF VARIOUS OFFICE SUPPLIES” or you may send your bid/quotation through e-mail at procurement.batmc@yahoo.com
8. Bids/proposal shall be valid for sixty (60) calendar days from the deadline of submission of bids.

9. The contract period shall be within ten (10) calendar days from receipt of the Purchase Order. The contractor should inform the Purchaser at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.
10. Delivery site:
 - Material Management Section
 - Batangas Medical Center
 - Kumintanglbaba, Batangas City
11. The applicable rate for the deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
12. The purchaser reserves the right to accept or reject any proposal, and to annul the procurement process or reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.
13. The prospective bidder shall submit the following:
 - a) Proposal Form
 - b) Technical Specifications
 - c) Proof of PhilGEPS Registration

ELIZABETH V. PALINES MD, FPNA
HBAC Chairperson

Attachment 1

TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Bidder's Specifications
<p>TOTAL ABC – Php 220,740.00</p> <p>50 PACKS BATTERY AA – ABC PHP 19.73</p> <p>2 BOXES ENVELOPE, DOCUMENTARY, A4, 500 PIECES/BOX – ABC PHP 673.09</p> <p>1000 REAMS PAPER, MULTI-PURPOSE 500 SHEETS/REAM A4, 70GSM – ABC HP 160.00</p> <p>20 BOXES RUBBER BAND, BIG – ABC PHP 110.00</p> <p>10 PIECES STAMP PAD, FELT, MADE OF METAL – ABC PHP 34.13</p> <p>10 PIECES STAMP PAD INK, PURPLE – ABC PHP 30.80</p> <p>25 ROLLS TAPE, MASKING 48MM – ABC PHP 106.60</p> <p>50 ROLLS TAPE, PACKAGING 48MM – ABC PHP 19.97</p> <p>50 ROLLS TAPE, TRANSPARENT 48MM – ABC PHP 19.97</p>	

REQUEST FOR QUOTATION FORM

Date: _____
RFQ No.: _____

Attention: **PROCUREMENT SECTION**
 Batangas Medical Center
 Kumintanglbaba, Batangas City

1.) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply and deliver the following:

Description	Quantity	Delivery Site	Unit Price (PhP)	Total Price (PhP)
<ul style="list-style-type: none">Please indicate the brand and model of the product being offered. (if applicable)				

- 2.) We undertake, if our Quotation or bid is accepted, to deliver the above goods within the ten (10) day delivery period from receipt of Purchase Order (PO) or Job Order (JO).
- 3.) We agree to abide by this Quotation/bid for a period of sixty (60) days after the deadline of submission specified in the RFQ.
- 4.) We understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods delivered.

Name of Company : _____
Postal address : _____
Email address : _____
Telephone & Fax No. : _____
Supplier’s Representative : _____
Signature over Printed Name : _____
Designation : _____