PGH Form No. Q-250003(d)

PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
PURCHASING OFFICE
Taft Avenue, Manila

"PHIC-Accredited Health Care Provider"
ISO 9001 Certified

Date: **10 March 2020**
Reqn. No.: **PUR20-01-0032 & PUR20-02-0186**

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Gentlemen:

RE: Request for **SEALED PROPOSAL**

This office is in the market for the following items:

Item No.	Qty.-Unit		Description		Unit Price	QUOTATIONS (In Figures)	(In Words) (All Taxes Included)
			PUR20-01-0032: PROPERTY & SUPPLY DIVISION (GF-01)				
2	250	*piece*	Skin Disinfectant > Chlorhexidine gluconate 4% > Body wash > 500ml / bottle	₱	463.50		
			PUR20-02-0186: DEPT. OF OUT-PATIENT SERVICES				
1	2	*case*	Surgical Hand Scrub with Moisturisers > Chlorhexidine gluconate 1% solutions and ethyl alcohol > 500ml / bottle, 8 bottles/case > with one (1) foot pump per case	₱	30,000.00		
			Approved Budget for the Contract ====>		**₱ 175,875.00**		

TERMS & CONDITIONS:

1. Indicate brand and packaging.
2. Should follow the size specification of the product.
3. Indicate date of delivery.
4. **Supplier is required to submit single bid/offer only for each item. Two or more bids/offer is automatically disqualified.**
5. **Compliance with R.A. 9184 and other applicable laws.**
6. **Documentary requirements per GPPB Resolution No. 21-2017 shall be attached upon submission of the quotation/proposal.**

Certified True Copy with Signature over Printed Name of the ff: Mayor's Permit, PhilGEPS Certificate/Registration, ITR; and original Notarized Omnibus Sworn Statement)

Please quote us your government price/s for the above and state the earliest time within which you can deliver.

It will be appreciated if you can submit your quotation in the **Bids and Awards Committee (BAC) Office, PGH** not later than **3:00PM** on **17 March 2020** at which time said quotations will be opened. For further information, you may call at **8554-8400 local 3021** and look for **Ms. Cristy P. Cruz.**

OTHER TERMS AND CONDITIONS:

1. The Awardee/Supplier shall get the Purchase Order (P.O.) / Work Order (W.O.) / Job Order (J.O.) from U.P. Manila - PGH within three (3) working days from notification through confirmed fax / telephone call that the P.O. / W.O. / J.O. is ready for pick up by the Supplier. Despite the failure of the Supplier to pick up the corresponding P.O. / W.O. / J.O. Within the given period from notification, it shall be valid to impose the penalty for failure to deliver the Items within the

five-day delivery period (unless another delivery period has been specified and agreed upon) to start from the day following the expiration of the period within which to pick-up the P.O./W.O./J.O. When another delivery date has been specified and agreed upon, the penalty shall be imposed upon failure to deliver within the agreed delivery period to be counted from the expiration of the period given to pick up the corresponding P.O./W.O./J.O. It shall be also a valid reason for the cancellation of the orders and the award will go to the 2nd lowest bidder or cause purchase of the item in the open market, the difference in price, if any, shall be chargeable against the defaulting SUPPLIER and other sanctions imposed as provided by Republic Act No. 9184 and other applicable laws.

2. It is understood that offers are for delivery **within five (5) *working days*** from receipt of Purchase Order during office hours unless otherwise stated/qualified. For failure to deliver when due, the U.P. Manila - PGH shall exercise the following options with the corresponding sanctions to be imposed on the AWARDEE/SUPPLIER:

   - Liquidated damages of 1/10 of 1% of the value of the undelivered item/s for each day of delay but not to exceed 10% thereof;
   - Purchase the item/s in the open market and charge the price difference over the contract price to the AWARDEE/SUPPLIER or impose the 10% penalty for non-delivery whichever is higher
   - Terminate the contract for non-delivery by the SUPPLIER unless it can be established that non-compliance of the obligation is due to fortuitous event or force majeure;
   - Other appropriate administrative sanctions as prescribed under Republic Act No. 9184 and other applicable laws.

3. In case of delivery of defective item/s, U.P. Manila- PGH shall have the right to reject the delivery or to require that the defective item/s be replaced within three (3) working days from receipt of notice.

   Failure of the SUPPLIER to comply with the required correction or replacement shall be sufficient grounds for U.P. Manila - PGH to impose of appropriate penalties stated item # 2.

4. If substitution or delivery of other brand/packing of the ordered item is allowed by approving authority of the Purchase Order as recommended by the end-user, a 10% penalty shall be imposed.

   Substituted brand/packing should be of equal or of better quality than the one ordered.

5. U.P. Manila-PGH shall have the right to decrease/increase the quantity of the item/s ordered.

6. The SUPPLIER guarantees that the contract price is the lowest in the market and cannot increase price unilaterally.

   In case the price in the open market is lower than the contract price, U.P. Manila-PGH has the option to (a) ask the SUPPLIER to lower its price to the open market price, or (b) terminate the contract.

7. All deliveries made by the SUPPLIER shall be subject to inspection and testing by U.P. Manila - PGH to the extent practicable prior to acceptance;

8. A warranty from the successful bidder for equipment shall be required, to assure that manufacturing defects will be corrected within a given time from receipt of written notice of the defect by the authorized officer. Retention fee in the amount equal to 10% of every progress payment, or a special bank guarantee equivalent to 10% of the contract price shall be required. Such amount shall be released after the warranty period or after one (1) year whichever is shorter provided that the goods supplied are free from defects and all the conditions imposed under the contract are fully met.

9. The SUPPLIER guarantees the availability of the stocks as well as the prompt delivery of the needed supplies to U.P. Manila - PGH.

10. That the terms of this Agreement shall be for **120 days from opening of bids.**

NON-COMPLIANCE WITH ANY OF THE ABOVE REQUIREMENTS SHALL BE SUFFICIENT GROUND FOR DISQUALIFICATION OF A BIDDER.

U.P. MANILA-PGH RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE ANY FORMALITY OR DEFECT THEREIN AND TO ACCEPT ANY OR ALL OFFERS THAT MAY BE CONSIDERED MOST ADVANTAGEOUS TO U.P. MANILA.

IMPORTANT: TOTAL AMOUNT OF QUOTATION: P _____.

Very truly yours,

LOLITA G. ALVAREZ

Chief, Purchasing Office

PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila

S i r :

I/We agree to bind myself/ourselves to the terms and conditions specified above and to the all rules and regulations of the government and the U.P. Manila - PGH regarding purchase of supplies, materials and equipment.

Name of Company and Address: _____

_____

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_____

Signature: _____
Printed Name: _____
Position: _____