



REQUEST FOR SEALED PROPOSAL

Date: **18 NOVEMBER 2021**

Purchase Request No.: **PUR21-08-0796**

Mode of Procurement: **SMALL VALUE PROCUREMENT (NP53.9)**

Please quote at your government price inclusive of VAT for the item/s listed below. It will be appreciated if you can submit your quotation duly signed by your representative at the **BAC 1 SECRETARIAT OFFICE**, near PGH Chapel, PGH Compound, Philippine General Hospital, Taft Avenue, Manila not later than **3:00 PM, 25 NOVEMBER 2021- (1st RECANVASS)**.

General Conditions:

1. All entries must be typewritten or in print.
2. Delivery Period: [state delivery period] calendar days.
3. Warranty shall be for a minimum period of six (6) months for supplies and materials, one (1) year for equipment from the date of acceptance by the procuring entity.
4. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
5. Price validity shall be for a period of 90 calendar days from the date of opening of quotation/proposal.
6. Documentary requirements should be attached upon submission of the quotation / proposal.

<input type="checkbox"/> Valid Business / Mayor's Permit	<input type="checkbox"/> PhilGEPS Registration Number/Certificate
<input type="checkbox"/> Latest Business / Income Tax Return	<input type="checkbox"/> Notarized Omnibus Sworn Statement
7. Supplier is required to submit single bid / offer only for each item. Two or more bids / offer is automatically disqualified.
8. Others:

For further information, you may call at (02) 8554-8400 local 3024 and look for Ms. SYMA R. ROMERO.

Lolita G. Alvarez
LOLITA G. ALVAREZ
 Chief, Purchasing Office

End-User: **SUPPLY SECTION - PROPERTY AND SUPPLY DIVISION**

Item No.	Item Description	Qty	UOM	Unit Price (PHP)	Quoted Unit Price	Statement of Compliance		Remarks (Brand and Specifications)
						Yes	No	
1.	ESSENTIAL KIT	3000	set	255.00				
	Contents:							
	Ecobag, reusable with PGH Logo on both sides,							
	Color should be white and markings of the PGH Logo should be maroon							
	Size - approximately 13.5 inches height, 11.5 inches width and 3.5 inches side width							
	1 pc. Face Shield, eyeglass type, sturdy							
	1 pc. Dipper with handle, Standard size, any color except black							
	1 pc. Bath soap, 60 grams							
	1 pc. Toothbrush with cap							
	2 sachets Toothpaste, twin pack, at least 20g (net weight)							
	2 sachets Hair shampoo, trio pack/triple pack, at least 15ml							
	1 bottle Alcohol, ethyl, 70% 250ml							
	1 set Spoon and Fork, stainless steel in a washable pouch bag							
	1 pc. Drinking cup, calibrated, fiber glass, 210ml with PGH Logo							
	NOTE: PLEASE SEE ATTACHED FOR THE ADDITIONAL TERMS AND CONDITIONS							
	Approved Budget for the Contract			765,000.00				
Total Amount of Quotation (in Words & in Figures)								

I/We, the undersigned Supplier, hereby OFFER to supply/deliver/perform the above described items.

Name of Company: _____
 Name of Representative: _____
 Position / Designation: _____
 Signature: _____



TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
3. Quotations exceeding the Approved Budget for the Contract shall be rejected.
4. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your authorized representative/s.
6. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
7. The UPM-PGH shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
8. The UPM-PGH shall assume no responsibility whatsoever to compensate or indemnify any supplier for expenses incurred in the preparation of Quotations/Proposals.
9. In case of two or more bidders are determined and declared as Lowest Calculated and Responsive Quotation, the UPM-PGH shall adopt and employ "draw lots" as the tie-breaking method to finally determine the winning provider in accordance with GPPB Circular 06-2005.
10. If the AWARDEE fails to effect delivery with the prescribed period, the UPM-PGH may upon its discretion, extend delivery period of subject, however, to the imposition of appropriate liquidated damages, the amount of which shall be at least equal to one-tenth of one percent (0.01%) of the cost of the unperformed portion for every day of delay, collectible from any money due or maybe due to the supplier/contractor. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the UPM-PGH may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it. If the AWARDEE, however, fails to effect completed delivery within the extended period, the UPM-PGH shall have the right to cancel said contract and shall constitute a ground for disqualification of the AWARDEE from future biddings, without prejudice to the imposition of other sanctions provided for under 2016 Revised IRR.
11. The UPM-PGH reserves the rights to reject any or all bids or not award the contract, to waive any formality or defect therein and to accept any or all offers that may be considered most advantageous to the Government.
12. Compliance with Republic Act (R.A.) 9184 and other applicable laws.

UNDERTAKING

I/We undertake, if our quotation/proposal is accepted, to deliver the items in accordance with the General /Terms and Conditions contained in the Request for Quotation/Proposal.

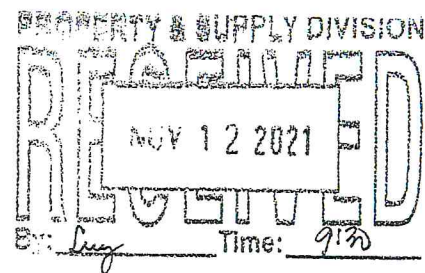
Name of Company: _____
Address: _____
Name of Representative: _____
Position / Designation: _____
Signature: _____

Office Tel No: _____
Fax / Mobile No: _____
e-Mail Address: _____
Date: _____

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PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
PROPERTY AND SUPPLY DIVISION
Taft Avenue, Manila



08 November 2021

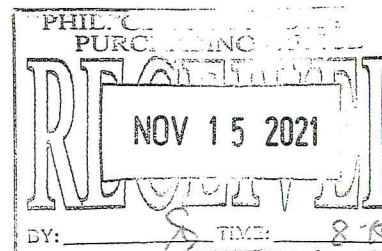
GERARDO D. LEGASPI, MD
Director
Philippine General Hospital



NOV 10 2021

[Signature]

Through: **MARIA TERESA JULIETA U. BENEDICTO, MD**
Deputy Director for Administration



Dear **Director Legaspi**:

This is to request the modification of the specifications of PUR No. 20-08-0796 calling for the Essential Kit intended for the Department of Emergency Medicine. Included also is the terms and conditions for your consideration.

Project Name: Supply and Delivery of Essential Kit

Revised Specifications:

Contents of the Essential Kit:

- Ecobag, reusable, with PGH Logo in both sides, color should be white and markings of the PGH Logo should be maroon, size – approximately 13.5 inches height, 11.5 inches width and 3.5 inches side width
- 1 pc. Face shield, eyeglass type, sturdy
- 1 pc. Dipper with handle. Standard size, any color except black
- 1 pc. Bath soap, 60 grams
- 1 pc. Toothbrush with cap
- 2 sachets Toothpaste, twin pack, at least 20g (net weight)
- 2 sachets Hair shampoo, trio pack/triple pack, at least 15ml
- 1 bottle Alcohol, ethyl, 70%, 250ml
- 1 set Spoon and Fork, stainless steel in a washable pouch bag
- 1 pc. Drinking cup, calibrated, fiber glass, 210ml with PGH Logo

TERMS AND CONDITIONS:

1. The contents of the essential kit should be placed in a reusable ecobag with PGH logo in both sides.

CROSS CHECKED FROM ORIGINAL COPY

By: _____ [Signature] _____

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2. Prospective bidders are required to **provide at least two (2) samples of the kit complete with its content**. All samples should be properly labeled (indicate name of bidder) and **submitted together with the bid offer during the scheduled opening of bid/canvass**.
3. Delivery schedule is **strictly within seven (7) calendar days** upon receipt of the notice/information from Purchasing Office once the Purchase Order (PO) is approved.
4. All price quotation must include all taxes and duties imposed by the Government.


We fervently hope that this will give way for the procurement of the goods in the most expeditious period to be able to provide the needs of the patients.

Your approval on the matter of our request is highly anticipated.


Sincerely,


LENYDIN D. MANALO
Head, General Supplies Section

Noted and endorsed:

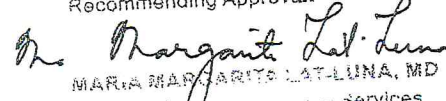

MARIA BERNADETTE P. IDJAO, MMPA
Chief Administrative Officer

Endorsed as recommended


MARIA TERESA JULIETA U. BENEDICTO MD
Deputy Director for Administration
Philippine General Hospital

10 NOV 2021

Recommending Approval:


MARIA MARGARITA LAT-LUNA, MD
Deputy Director for Fiscal Services

NOV 10 2021

APPROVED:


GERARDO D. LEGASPI, MD
Director

NOV 11 2021

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