



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

RFQ No.: AD-2025-007

Date: 02 May 2025

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure the “**Procurement of Equipment and Accessories for the GPPB-TSO Clinic**” with an Approved Budget for the Contract of **One Hundred Five Thousand Pesos (PhP105,000.00)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **5:00 PM of 07 May 2025**:

- a. **PhilGEPS Registration Number**
- b. **Mayor's/Business Permit**
- c. **Notarized Omnibus Sworn** and if applicable, Original Notarized Secretary's Certificate in case of a 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. Template may access to this link:
<https://www.gppb.gov.ph/wp-content/uploads/2023/07/07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx>

We highly encouraged interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

Quotations may be submitted through electronic mail at aacrisologo@gppb.gov.ph or physically at the address given below:

ADMINISTRATIVE DIVISION

GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus,
Quezon City, Philippines 1121
Telephone No.: (+632) 5322-6BAC (6222)

Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact Mr. Aaron Vinz Paul A. Crisologo at (+632) 5322-6BAC (6222) or send email to aacrisologo@gppb.gov.ph.


JELLA MAE C. GARCIA
Administrative Officer II, Administrative Division





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Annex “A”

TERMS AND CONDITIONS:

1. Bidders 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 initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
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 GPPB-TSO may terminate 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 Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



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(Date)

THE ADMINISTRATIVE DIVISION

Government Procurement Policy Board-Technical Support Office
Commonwealth Avenue, Quezon City

Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Minimum Technical Specifications	Quantity	Statement of Compliance (Please state "Comply" or "Not Comply" for each requirement/specification)
Procurement of Equipment and Accessories for the GPPB-TSO Clinic	1 lot	
The Service Provider shall supply, deliver, and install the following equipment as follows:		
1. <u>Hospital Bed with Foam</u> 1.1. Hospital Bed: <ul style="list-style-type: none">• 2 sections platform with epoxy-painted steel mesh with side support• Heavy duty with 4 swivel caster wheels, 2 caster wheels with brake• With protection bumpers at all four-corners of bed-ends• Manually operated crank, adjustable to 45 up to 65 degrees inclination• Crank-handle folds away underneath the bed• Dimension of the hospital bed: (2000 mm x 950 mm x 500 mm) (l x w x h)• Dimension of the side railings: (1200 mm x 400 mm) (l x h)• Caster wheel size: (120 mm diameter)• Height of surface (from floor to bed surface w/o mattress): (700 mm)• Maximum weight capacity: (250 kgs) 1.2. Foam/Mattress: <ul style="list-style-type: none">• Removable mattress cover with zipper• Bed cover included• Material: Polyurethane foam with density: 25-28 kg/m³• Cover Material: Plastic, flexible, non-absorbent	1 set	

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2. <u>Medical Partition Foldable Screen</u> <ul style="list-style-type: none"> Hospital-style foldable style tri-fold screen Frame Material: Stainless steel Partition Material: Woven fabric Partition color: *color for approval of end-user* Dimension: (250 cm x 180 cm) (l x h) 	1 set	
3. <u>First Aid Kit Essentials</u> <ul style="list-style-type: none"> CPR Face Mask / Mouth barrier 	2 pcs	
<ul style="list-style-type: none"> Burn Gel 	1 pc	
<ul style="list-style-type: none"> Cardboard Splint 	2 pcs	
<ul style="list-style-type: none"> Hot/Cold Pack 	1 pc	
<ul style="list-style-type: none"> Trauma Dressings 	1 pc	
<ul style="list-style-type: none"> Bandage Shears 	1 pc	
<ul style="list-style-type: none"> Bandage Scissors 	1 pc	
<ul style="list-style-type: none"> Triangular Bandages 	2 pcs	
<ul style="list-style-type: none"> Gauze Rolls 	10 rolls	
<ul style="list-style-type: none"> Antiseptic Wipes 	10 packs	
<ul style="list-style-type: none"> Vinyl Gloves 	5 boxes	
<ul style="list-style-type: none"> Strip-type Adhesive Bandage 	5 boxes	
4. <u>Lavatory with Faucet including Installation</u> <ul style="list-style-type: none"> Material: Ceramic Color: White Dimension: (20 in x 15 in x 8 in) (l x w x h) With pipe connecting from the lavatory to drain Pipe diameter: (1.5 in) 	1 set	



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<u>Warranty Period</u> One (1) year from acceptance for the following: a. Hospital Bed b. Medical Partition Foldable Screen c. Lavatory with Faucet		
<u>Delivery Period</u> Supply, Delivery, and Installation within thirty (45) days upon receipt of Purchase Order		
<u>Payment Terms</u> Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) days after receipt of billing and issuance of certificate of acceptance by the end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.		
Interested suppliers shall provide the following details in the statement of compliance column: - <i>Banking Institution</i> - Account Number - Account Name (should be the exact account name as registered in the bank) - Bank Branch		

FINANCIAL OFFER:

DESCRIPTION	QTY	ABC	Total Offered Quotation (Inclusive of VAT)	
			UNIT PRICE	TOTAL
1. Hospital Bed with Foam	1 set	One Hundred Five Thousand Pesos (PhP105,000.00)		
2. Medical Partition Foldable Screen	1 set			
3. First Aid Kit Essentials				
• CPR Face Mask / Mouth barrier	2 pcs			
• Burn Gel	1 pc			
• Cardboard Splint	2 pcs			



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• Hot/Cold Pack	1 pc			
• Trauma Dressings	1 pc			
• Bandage Shears	1 pc			
• Bandage Scissors	1 pc			
• Triangular Bandages	2 pcs			
• Gauze Rolls	10 rolls			
• Antiseptic Wipes	10 packs			
• Vinyl Gloves	5 boxes			
• Strip-type Adhesive Bandage	5 boxes			
4. Lavatory with Faucet including Installation	1 set			
TOTAL				
Amount In Words:				

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es