ISO 9001 Certified

PHILIPPINE PHARMA PROCUREMENT, INC.
Formerly PITC Pharma, Inc. (PPI)

DEPARTMENT OF TRADE & INDUSTRY PHILIPPINES

BAC/RFQ 2016-07-025A

July 5, 2016

REQUEST FOR QUOTATION

Philippine Pharma Procurement, Inc. ("PPPI"), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated (Small Value) Procurement** for the item/s stated below, in accordance with **Section 53.9, Small Value Procurement,** of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
1810	**Printing of PPPI's Letterhead and various Accountable forms** **(See attached list for the specifications and quantity)**	Php 65,000.00
		Php 65,000.00

Award of contract shall be made to the bidder with the lowest quotation for the subject good(s) which comply with the minimum technical specifications and other terms and conditions stated herein.

Prospective bidders shall accomplish and submit the duly signed Price Quotation Form (PQF) **on or before July 12, 2016** at the BAC Secretariat Office, 2nd Floor, NDC Bldg., 116 Tordesillas St., Salcedo Village, Makati City. Open submission may be done, manually or through Facsimile No. (02) 840 3372. ***Use of forms other than the attached PPPI prescribed PQF is not acceptable.***

Minimum Requirements for the Prospective Bidders:

1. Price must be VAT inclusive
2. Please refer to attached list for specifications and quantity of forms
3. Bid Validity: Sixty (60) calendar days from submission of bid

Interested supplier/service provider is required to submit the following documents: (1) DTI/SEC Registration; (2) Valid Mayor's Permit; (3) BIR Registration (Form 2303);

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

PPPI reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

JOSE A. CORTEZ
Chairman

2/F National Development Company (NDC) Building
116 Tordesillas St. Salcedo Village, Makati City 1227, Philippines
Telephone Numbers: Trunk Lines 840-1123 / 840-3704 / 840-4056 / 840-4540
Telefax: 840-3372 • Email: ppi@pitcpharma.com.ph

BAC-F-PQF-1

PRICE QUOTATION FORM

Date: _____

The **B**ids and **A**wards **C**ommittee
PITC Pharma, Inc.
2nd Floor, NDC Bldg., 116 Tordesillas St.,
Salcedo Village, Makati City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ITEM NO.	SPECIFICATION	UOM	QTY	Ceiling price	Quoted Price
1	Letterhead	ream	10	10,000.00	
2	Collection Receipt	booklet	10	3,000.00	
3	Purchase Order	booklet	10	5,000.00	
4	Amendment to Purchase Order	pad	2	3,000.00	
5	Job Order	booklet	8	4,000.00	
6	Sales Invoice	booklet	15	8,000.00	
7	Purchase Requisition	pad	15	5,000.00	
8	Receiving Report	pad	15	6,000.00	
9	Withdrawal Report	booklet	15	6,800.00	
10	Delivery Receipt	booklet	15	7,200.00	
11	Provisional Receipt	booklet	2	2,000.00	
12	Debit Memo	booklet	8	3,000.00	
13	Credit Memo	booklet	2	2,000.00	
	TOTAL				

AMOUNT IN WORDS: _____

We undertake, if our Quotation or bid is accepted, to deliver the above service/s within three (3) calendar days from receipt of Notice to Proceed (NTP) or Purchase Order (PO).

1. We agree to abide by this Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.

2. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of goods delivered.

3. The above-quoted prices are inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact No. : _____

PHILIPPINE PHARMA PROCUREMENT INC.
FOR QUOTATION
LIST OF ACCOUNTABLE FORMS FOR PRINTING

NAME OF FORM	DESCRIPTION	DETAILS	SIZE	QUANTITY	CEILING PRICE
LETTERHEAD	REAM	500 SHEETS PER REAM, FULL COLOR PRINT	A4 - 80GSM	10	10,000.00
COLLECTION RECEIPT	BOOKLET	50 SETS PER BOOKLET (3 SHEETS/SET) ONE COLOR PRINT (BLACK)	7"x 5"	10	3,000.00
PURCHASE ORDER	BOOKLET	50 SETS PER BOOKLET (5 SHEETS/SET) ONE COLOR PRINT (BLACK) WITH 2 SHEETS BACK PRINT	"8-1/2 X 13"	10	5,000.00
AMENDMENT TO PURCHASE ORDER	PAD	50 SETS PER BOOKLET (5 SHEETS/SET) ONE COLOR PRINT (BLACK)	"8-1/2 X 13"	2	3,000.00
JOB ORDER	BOOKLET	50 SETS PER BOOKLET (3 SHEETS/SET) ONE COLOR PRINT (BLACK)	"8-1/2 X 14"	8	4,000.00
SALES INVOICE	BOOKLET	50 SETS PER BOOKLET (6 SHEETS/SET) ONE COLOR PRINT (BLACK)	"8 1/2 X 13 1/2"	15	8,000.00
PURCHASE REQUISITION	PAD	50 SETS PER BOOKLET (3 SHEETS/SET) ONE COLOR PRINT (BLACK)	8" X 11"	15	5,000.00
RECEIVING REPORT	PAD	50 SETS PER BOOKLET (5 SHEETS/SET) ONE COLOR PRINT (BLACK)	8" X 11"	15	6,000.00
WITHDRAWAL REPORT	BOOKLET	50 SETS PER BOOKLET (6 SHEETS/SET) ONE COLOR PRINT (BLACK)	8" X 10"	15	6,800.00
DELIVERY RECEIPT	BOOKLET	50 SETS PER BOOKLET (5 SHEETS/SET) ONE COLOR PRINT (BLACK)	8" X 13"	15	7,200.00
PROVISIONAL RECEIPT	BOOKLET	50 SETS PER BOOKLET (3 SHEETS/SET) ONE COLOR PRINT (BLACK)	7"x 5"	2	2,000.00
DEBIT MEMO	BOOKLET	50 SETS PER BOOKLET (3 SHEETS/SET) ONE COLOR PRINT (BLACK)	"8-1/2 x 6-1/2"	8	3,000.00
CREDIT MEMO	BOOKLET	50 SETS PER BOOKLET (3 SHEETS/SET) ONE COLOR PRINT (BLACK)	"8-1/2 x 6-1/2"	2	2,000.00
				TOTAL	**65,000.00**