



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

**Bids and Awards Committee
REQUEST FOR QUOTATION**

Date : April 27, 2018
Quotation No. : BAC-T/RFQ 2018-04-008

Bidder's Name : _____
Address : _____
Telefax : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the delivery time and submit your quotation duly signed by your authorized representative no later than **5:00 PM of May 02, 2018**.



OLGA L. LAYOG
BAC Vice-Chairperson

Name of Project : Procurement of Services of Service-Provider for Vaccine Administration
Procurement Mode: Negotiated Procurement – Small Value Procurement (Section 53.9)
Classification : Goods
Approved Budget for the Contract (ABC): PhP 200,000.00

ITEM DESCRIPTION	UOM	QTY	CEILING PRICE	OFFER	
				Unit	Total
Vaccine Administration Services	shots	5,000	40.00		

Brand, if any _____
Delivery Period _____
Warranty _____
Price Validity _____

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at price quoted above.

Posted by:

Irene A. Neiz

Signature over Printed Name

Tel. No/ Cellphone No. / E-mail Address

Date

NOTE:

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. PRICE VALIDITY SHALL BE FOR A PERIOD OF ONE (1) YEAR OR UNTIL THE 5,000 SERVICE SHOTS ARE FULLY EXHAUSTED
3. THE FOLLOWING SHALL BE ATTACHED:
 - A. G-EPS Registration Number
 - B. Valid Mayor's/Business Permit
 - C. Omnibus Sworn Statement
 - D. Valid License to Operate (LTO) issued by the Department of Health's Bureau of Health Facilities and Services.
4. PRICE/QUOTATION OFFERED INCLUDES VAT OR OTHER APPLICABLE TAXES AND OTHER INCIDENTAL EXPENSES
5. PLEASE SUBMIT YOUR **SEALED QUOTATION** TO PPPI, 2F NDC BUILDING 116 TORDESILLAS ST., SALCEDO VILLAGE, MAKATI CITY C/O **MS. IRENE A. NEIZ**. **DEADLINE FOR SUBMISSION OF QUOTATION IS ON 5:00 PM of May 02, 2018**
6. LATE BIDS SHALL NOT BE ACCEPTED.
7. FOR OTHER INQUIRIES/CONCERNS ABOUT THE ITEMS, PLEASE CONTACT MS. IRENE A. NEIZ AT TELEPHONE NO. 840-1123 local 118 OR EMAIL US AT www.pitcpharma.com.ph or irene.neiz@pitcpharma.com.ph

TERMS OF REFERENCE (TOR)

ADMINISTRATION SERVICES OF VARIOUS VACCINES TO CLIENT AGENCIES WITHIN THE NATIONAL CAPITAL REGION (NCR) AND NEARBY PROVINCES

A. SCOPE OF PROJECT

Request for Quotation for the Administration Services of various vaccines for client agencies located in the National Capital Region (NCR) and nearby provinces. Administration service is subject to service ordering agreement.

B. RATIONALE OF SERVICE ORDERING AGREEMENT ARRANGEMENT

Philippine Pharma Procurement, Inc. (PPPI) (formerly PITC Pharma, Inc.) identified the necessity of entering into Service Ordering Agreement arrangement for the procurement of administration services for various vaccines to client agencies that the quantity and/or exact time of vaccine administration cannot be accurately pre-determined and it is inadvisable to enter into agreement for the exact number on a one time.

C. TECHNICAL SPECIFICATIONS & SCOPE OF SERVICE

- a. Coordination and implementation of vaccination to designated agencies
- b. Provision of physician/s and nurse/s to administer the vaccines
- c. Provision of galenicals needed for the vaccination (alcohol, cotton, micropore tape), consent/waiver forms, vaccination card
- d. Screening of patients for vaccination
- e. Attending to patient's concerns related to vaccines to be administered
- f. Handling of adverse reactions related to vaccines to be administered
- g. Handling of disposal of sharps and other materials for disposal after each scheduled vaccine administration.

Department	Vaccines	Quantity	ABC	Total
Sales	Flu, Pneumo, Hepa-B, HPV, Anti-Rabies	5,000	Php40.00 per shot of vaccine to be administered	Php200,000.00

C.2. **ESTIMATED QUANTITY FOR THE YEAR:** 5,000 shots for Influenza, Pneumococcal, HPV, Hepa-B vaccines and Anti-rabies

D. MINIMUM REQUIREMENTS FOR BIDDERS

- D.1. In the diagnostic laboratory/medical related services, business for at least three (3) years and still in operation;
- D.2. Must have valid License to Operate (LTO) issued by the Department of Health's Bureau of Health Facilities and Services.

E. SERVICE DELIVERY INSTRUCTION

- E.1. The PPPI will issue a Job Order to the winning bidder/service provider seven (7) calendar days from receipt of request/advice of service delivery from client agencies on a per need basis for a period of one year or until the 5,000 service shots are fully exhausted.
- E.2. Winning service provider will provide services as stated above in C.

F. JOB ORDER & PAYMENT TERMS

- F.1. The following documents shall be made integral parts of the Job Order(s) issued to the supplier:
 - F.1.1. Notice of Award duly signed and accepted by the winning Bidder/supplier
 - F.1.2. Notice to Proceed
 - F.1.3. Service Ordering Agreement Contract

F.2. Terms and conditions of payment

F.2.1. Payment shall be made within thirty (30) calendar days after the vaccine administration to client agencies.

F.2.2. Required documents for payment are as follows:

F.2.2.1 PPPI Job Order duly signed and approved.

F.2.2.1 BIR VAT registered Supplier's Invoice issued to PPPI

F.2.2.2 Certificate of Completion from clients signed by authorized signatory/representative indicating the actual number of vaccine shots services done including names and signatures of employees and/or dependents vaccinated.

G. ORDERING AGREEMENT PROVISION

G.1 Within ten (10) calendar days from receipt by the winning Bidder of the Notice of Award, the winning bidder or its duly authorized representative shall formally enter into a Service Ordering Agreement Contract with PPPI.

G.2 The Service Ordering Agreement Contract shall not state or imply any agreement by PPPI to place future contracts or make orders with supplier provider.

G.3 The Service Ordering Agreement Contract shall include the following:

a) Scope of Service

b) Contract price per dose

c) Delivery terms and conditions

d) Terms of payment

e) Specification that the perfection of the actual procurement contract shall be reckoned from the execution and issuance of Job Order

f) Statement that the execution and issuance of Job Order shall be governed by the R.A. 9184 and it's IRR

G.4 The Service Ordering Agreement Contract shall be valid only for a period of one (1) year from the time the Service Ordering Agreement Contract was entered into and executed by the parties, and shall not be extended beyond its lifetime.

H. DELIVERY ORDER CONTRACT / JOB ORDER

H.1 PPPI shall issue a Job Order in lieu of the Delivery Order Contract for the service delivery in favor of the winning bidder to obligate the latter to deliver according to the terms and conditions stated in the Service Ordering Agreement Contract.

H.2 PPPI may execute as many Job Orders as may be needed within the validity of the Service Ordering Agreement Contract; provided that the subsequent Job Orders shall have the same price as originally stated in the Service Ordering Agreement Contract and shall not exceed the estimated quantity stated therein, and the aggregate amount shall not exceed the total contract price specified in the Service Ordering Agreement Contract. No other costs are authorized unless otherwise specified in the Service Ordering Agreement Contract.

H.3 PPPI may issue a Job Order requiring delivery to multiple destinations.

CONFORME:

Signature over Printed Name