



PHILIPPINE PHARMA PROCUREMENT, INC.
 Formerly PITC Pharma, Inc. (PPI)
Bids and Awards Committee
REQUEST FOR QUOTATION

Date : September 28, 2018
 Quotation No. : **BAC-T/RFQ 2018-09-016**

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 October 02, 2018**.

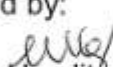
JOSE A. CORTEZ,sgd
BAC Chairperson

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 264,520.00

ITEM DESCRIPTION	UOM	QTY	CEILING PRICE	OFFER	
				Unit	Total
Vaccine Administration Services	shots	3,890	68.00		

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:

 Maria Ursulita U. Cruz

 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 Certificate
 - 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 October 02, 2018**
6. LATE BIDS SHALL NOT BE ACCEPTED.
7. FOR OTHER INQUIRIES/CONCERNS ABOUT THE ITEMS, PLEASE CONTACT MS. MARIA URSULITA U. CRUZ AT TELEPHONE NO. 840-1123 local 149 OR EMAIL US AT www.pitcpharma.com.ph or lita.cruz@pitcpharma.com.ph

**TERMS OF REFERENCE FOR ADMINISTRATION SERVICES OF VACCINES
TO EMPLOYEES OF VARIOUS BRANCHES OF LANDBANK OF THE
PHILIPPINES OUTSIDE NATIONAL CAPITAL REGION (NCR)**

A. SCOPE OF PROJECT

Request for Quotation for the Administration Services of vaccines to employees of various branches of Landbank of the Philippines **outside** National Capital Region (NCR). Administration service is subject to service ordering agreement, for implementation this October to November, 2018.

B. RATIONALE OF SERVICE ORDERING AGREEMENT ARRANGEMENT

Philippine Pharma Procurement, Inc. (formerly PITC Pharma, Inc.) identified the necessity of entering into Service Ordering Agreement arrangement for the procurement of administration services of vaccines to employees of various branches of Landbank of the Philippines **outside** National Capital Region (NCR).

C. TECHNICAL SPECIFICATIONS & SCOPE OF SERVICE

- Coordination and implementation of vaccination services to employees of various branches of Landbank of the Philippines **outside** National Capital Region (NCR)
- Provision of physician/s and nurse/s to administer the vaccines
- Provision of galenicals needed for the vaccination (alcohol, cotton, micropore tape); consent/waiver forms, vaccination card
- Screening of patients for vaccination.
- Attending to patient's concerns related to vaccines to be administered.
- Handling of adverse reactions related to vaccines to be administered.
- Handling of disposal of sharps and other materials for disposal after each scheduled vaccine administration.

Department	Vaccines	Quantity	ABC	TOTAL
Sales	Flu (Poly)	3,890 shots	P68.00 per shot of vaccine to be administered	P264,520.00

**(Basis for ABC-price scanning)*

C.2. ESTIMATED QUANTITY: 3,890 shots of Flu (Poly) vaccines.

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) or equivalent document issued by the Department of Health's Bureau of Health Facilities and Services;

E. SERVICE DELIVERY INSTRUCTION

- E.1 The Philippine Pharma Procurement, Inc. (formerly PITC Pharma, Inc.) will issue a Job Order to the winning bidder/service provider seven calendar days from receipt of request/advice of service delivery from Landbank of the Philippines on a per need basis until the 3,890 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 each branch of Landbank of the Philippines **outside** National Capital Region (NCR).

F.2.2 Required documents for payment are as follows:

F.2.2.1 Philippine Pharma Procurement, Inc. (formerly PITC Pharma, Inc.) Job Order duly signed and approved.

F.2.2.1 BIR VAT registered Supplier's Invoice issued to Philippine Pharma Procurement, Inc. (formerly PITC Pharma, Inc.)

F.2.2.2 Certificate of full payment of Landbank of the Philippines or Collection Receipt.

G. ORDERING AGREEMENT PROVISION

- G.1 Within five (5) 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 Philippine Pharma Procurement, Inc. (formerly PITC Pharma, Inc.)
- G.2 The Service Ordering Agreement Contract shall not state or imply any agreement by Philippine Pharma Procurement, Inc. (formerly PITC

Pharma, Inc.) 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 until December 31, 2018 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 / PURCHASE ORDER

- H.1 Philippine Pharma Procurement, Inc. (formerly PITC Pharma, Inc.) 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 Philippine Pharma Procurement, Inc. (formerly PITC Pharma, Inc.) 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 Philippine Pharma Procurement, Inc. (formerly PITC Pharma, Inc.) may issue a Job Order requiring delivery to multiple destinations.