PPI
PITC Pharma, Inc.
A subsidiary of the Philippine International Trading Corporation

CONTROLLED DOCUMENT
ORIGINAL
DEPT.: BAC
SDC: NO.: 1

BAC/RFQ 2016-05-021

May 17, 2016

REQUEST FOR QUOTATION

PITC Pharma Inc. ("PPI"), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated 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	Qty.	Unit PRICE	Approved Budget for the Contract (ABC) inclusive of VAT
1678	**Vaccine Administration** *(see attached Terms of Reference)*	7,000	40.00	**280,000.00**

Award of contract shall be made to the bidder with the lowest quotation for the subject service(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 May 24, 2016** in a **SEALED** envelope at the BAC Secretariat Office, 2nd Floor, NDC Bldg., 116 Tordesillas St., Salcedo Village, Makati City.

Purchaser's Minimum Requirements for the Prospective Bidders:

1. In the diagnostic laboratory/medical related services business for at least three (3) years and still in operation;
2. Registration Certificate from the Securities and Exchange Commission (SEC) including Articles of Incorporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;

Interested supplier/service provider is required to submit the following documents: (1) Valid Mayor's Permit; (2) BIR Registration (Form 2303); (3) PhilGEPS Registration; (4) Licenso to Operate (LTO)

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

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 / 840-2680 / 840-4540
Telefax No.: (02) 840-3372 * E-mail Address: ppi@pitcpharma.com.ph * Website URL: http://www.pitcpharma.com.ph

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.

PPI 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.

JOYCE ANNE N. ALIMON
Chairperson, Bids and Awards Committee

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 item identified below:

ITEM NO.	SPECIFICATION	Qty.	Unit PRICE	TOTAL PRICE (VAT Inclusive)
1	Vaccine Administration	7,000		

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 bidder after inspection and acceptance of service/s delivered.

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

AUTHORIZED REPRESENTATIVE:

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact No. : _____

TERMS OF REFERENCE FOR SERVICE ADMINISTRATION OF VARIOUS VACCINES TO CLIENT AGENCIES WITHIN THE NATIONAL CAPITAL REGION (NCR)

A. SCOPE OF PROJECT

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

B. RATIONALE OF SERVICE ORDERING AGREEMENT ARRANGEMENT

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

1. Coordination and implementation of vaccination to designated agencies
2. Provision of physician/s and nurse/s to administer the vaccines
3. Provision of galenicals needed for the vaccination (alcohol, cotton, micropore tape); consent/waiver forms, vaccination card
4. Screening of patients for vaccination.
5. Attending to patient's concerns related to vaccines to be administered.
6. Handling of adverse reactions related to vaccines to be administered

Department	Vaccines	Quantity	ABC*	TOTAL
Sales	Flu, Pneumo, Hepa B, HPV, Anti-rabies	7,000	P40.00 per shot of vaccine to be administered	280,000

**(Basis for ABC-2014 winning bid)*

C.2. ESTIMATED QUANTITY FOR THE YEAR: 7,000 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;

D.3 Registration certificate from the Securities and Exchange Commission (SEC) including Articles of Incorporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;

D.4 Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

D.5 Audited financial statements, with Income Tax Return (ITR) stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than 2013;

D.7 Not blacklisted by any other government agency.

D.8 PhilGEPS registered.

E. SERVICE DELIVERY INSTRUCTION

E.1 The PPI will issue Job Order to the winning bidder/service provider seven calendar days from service delivery to client agencies for on a per need basis for a period of one year or until the 7,000 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 Supplier
F.1.2 Notice to Proceed
F.1.3 Service 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 PPI Job Order duly signed and approved.

F.2.2.1 BIR VAT registered Supplier's Invoice issued to PITC Pharma, Inc.

F.2.2.2 Certificate of Completion signed by authorized representative/owner 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 with PITC Pharma, Inc.

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

G.3 The Service Ordering Agreement 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, shall be valid only for a period of one (year) from the time the Service Ordering Agreement was entered into and executed by the parties, and shall not be extended beyond its lifetime.

H. DELIVERY ORDER CONTRACT / PURCHASE ORDER

H.1 PPI 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.

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

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