



**REQUEST FOR QUOTATION (RFQ)**

1. The Philippine Ports Authority - Port Management Office of Bicol (PPA-PMO Bicol), through its Bids and Awards Committee, will undertake the Procurement of various Medical Supplies for PMO Bicol use in accordance with Section 52.1 (b): Shopping: of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details are as follows:


- a. Name of Project : **Procurement of various Medical Supplies**
- b. Reference Number : **RFQ-2021-006**
- c. RFQ Date : **October 22, 2021**
- d. Approved Budget c : **89,900.00**  
Contract (ABC)
- e. Deadline for Submission : **October 27, 2021**
- f. Delivery Term : **Within 30 days Upon Receipt of Approved Purchase Order**
- 9 Item Description/Specification :

Item No.	Qty.	Unit	Item Description/Technical Specification
1	150	box	Surgical Mask 3 ply disposable
2	1500	pc	Paracetamol Tablet
			- Analgesic - Antipyretic
			- Expiration of the paracetamol tablet must be at least
			one (1) year up to (2) years upon delivery.
			- For fever reduction and relief of pain and minor aches
			- Can be consumed on an empty stomach
3	98	gal	Isopropyl Alcohol 70% with moisturizer
			- 99.9% effective against bacteria and viruses
			- sanitizing and hygienic

2. Suppliers shall submit their valid and current eligibility requirements as follows:
- PhilGEPS Registration Certificate
  - DTI/SEC Registration (no longer required if PhilGEPS is Platinum Membership)
  - Mayor's Permit
3. Quotations shall be submitted to Ms. Francis Ann N. Abainza, BAC Secretariat, Philippine Ports Authority Port Management Office of Bicol, Administrative Division, Regional Government Center, Rawis, Legazpi City thru courier or email to
4. Quotations shall be addressed to:

**DENNIS M. POPATCO**  
Chairperson, PMO Bicol-BAC  
Philippine Ports Authority  
Port Management Office of Bicol  
Regional Government Center,  
Rawis, Legazpi City

5. For further information, you may contact the BAC Secretariat at Telephone Number (052) 480-7087.

  
**DENNIS M. POPATCO**  
Chairperson, PMO Bicol-BAC

**PORT MANAGEMENT OFFICE OF BICOL**

Regional Government Center, Rawis, Legazpi City, Bicol 4500 Philippines  
Telefax No.: (052) 482-0303; (052) 482-0304; (052) 480-7087; (052) 482-0309



**PRICE QUOTATION FORM**

Date: \_\_\_\_\_

**DENNIS M. POPATCO**  
Chairperson, PMO Bicol-BAC  
Philippine Ports Authority  
Port Management Office of Bicol  
Regional Government Center,  
Rawis, Legazpi City

Dear Mr. Popatco,

After having carefully read and accepted the terms and conditions in the **Request for Quotation (RFQ)** for the **Procurement of various Medical Supplies**, we hereby submit our quotation corresponding to your requirements.

Item No.	Qty.	Unit	Item Description/Technical Specification	Unit Cost	Total Cost
1	150	box	Surgical Mask 3 ply disposable		
2	1500	pc	Paracetamol Tablet		
			- Analgesic - Antipyretic		
			- Expiration of the paracetamol tablet must be at least one (1) year up to (2) years upon delivery.		
			- For fever reduction and relief of pain and minor aches		
			- Can be consumed on an empty stomach		
3	98	gal	Isopropyl Alcohol 70% with moisturizer		
			- 99.9% effective against bacteria and viruses		
			- sanitizing and hygienic		
<b>Total Amount (in Php)</b>					

The above quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
*Name/Position/Signature of Authorized Representative*

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Company Address*

\_\_\_\_\_  
*Contact Number*

\_\_\_\_\_  
*Email Address*

**PORT MANAGEMENT OFFICE OF BICOL**

Regional Government Center, Rawis, Legazpi City, Bicol 4500 Philippines  
Telefax No.: (052) 482-0303; (052) 482-0304; (052) 480-7087; (052) 482-0309

## TERMS OF REFERENCE (TOR)

### FOR THE PROCUREMENT OF MEDICAL SUPPLIES

This Terms of Reference (TOR) provides the product description and other terms and conditions for the procurement of medical supplies for use of PMO Bicol.

#### 1. Objective

PPA PMO Bicol aims to provide various medical supplies, to promote and maintain health and well-being for the safety and health of its officials and employees and to prevent them from spreading the COVID-19 virus to the general public.

#### 2. Scope of Work

Supply and delivery of various medical supplies at the PMO Bicol Administration Building to be distributed at PMO Bicol Responsibility Centers; Divisions and Terminal Management Offices.

#### 3. Approved Budget for the Contract

The Approved Budget for the Contract is Eighty-Nine Thousand Nine Hundred Pesos (Php 89,900.00).

#### 4. Product Specifications

Item Description	Specification <sup>s</sup>
Surgical Face Mask	- 3 ply - Disposable
Paracetamol Tablet 500 mg	- Analgesic - Antipyretic - For fever reduction and relief of pain and minor aches - Can be consumed on an empty stomach
Isopropyl Alcohol 70% with moisturizer	- 99.9% effective against bacteria and viruses - sanitizing and hygienic

#### 5. Delivery

The various medical supplies must be delivered within thirty (30) calendar days at the PMO Bicol Administration Building after receipt of the Purchase Order. The supplier or his/her authorized representative must deliver the items completely and in accordance with the product specifications and in good condition.

#### 6. Expiration

Expiration of the paracetamol tablet must be at least one (1) year up to two (2) years upon delivery.

#### 7. Payment

100% after complete delivery of various medical supplies and the Technical Inspector agrees and certifies that the items conform to the Product Specifications. The supplier must provide necessary receipts and documentary requirements for the immediate processing of payment.

**IVY GRACE L. MANILA**  
Acting Division Manager A, AD

## TERMS OF REFERENCE (TOR)

### FOR THE PROCUREMENT OF MEDICAL SUPPLIES

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IVY GRACE L. MANILA  
Acting Division Manager A, AD