

**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: uatabion@bcda.gov.ph

REQUEST FOR QUOTATION

Company Name: _____

Date : **26 April 2025**PR #: **PR0001279**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **2 May 2025**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.


URSULA ARANDELA-TABION

Canvasser


ALMIRA CLARIANES

Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT Per Request, Below is/are the price(s) of the article(s)/services(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex- VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (AxD)
500	ITEM	FLU VACCINE QUADRIVALENT, INFLUENZA VACCINES INCLUSIVE OF MEDICAL SERVICES, APPLICABLE TAXES AND OTHER CHARGES NO. OF DOSES: 500 SUPPLIER SHALL PROVIDE THE FOLLOWING SPECIFICATIONS: A.) CERTIFICATE OF PRODUCT REGISTRATION FROM THE FDA B.) SINGLE DOSE PREFILLED SYRINGE WITH NEEDLE C.) INACTIVATED QUADRIVALENT VACCINES THAT PROTECT AGAINST INFLUEZA A AND B STRAINS WITH SOUTHERN HEMISPHERE FORMULATION D.) RECOMMENDED FOR USE IN ADULT INDIVIDUALS E.) THE EXPIRATION DATE SHOULD NOT BE EARLIER THAN DECEMBER 2025 SEE ATTACHED TERMS OF REFERENCE (TOR) FOR REFERENCE. ABC PER DOSE: PhP1,000.00 TOTAL ABC: PhP500,000.00				
				TOTAL AMOUNT		P

DELIVERY ADDRESS:

1. BTC OFFICE - 2/F BONIFACIO TECHNOLOGY CENTER 31ST ST., CORNER 2ND AVE., BONIFACIO GLOBAL CITY, TAGUIG CITY

2. CLARK ONE WEST OFFICE - 9/F ONE WEST CLARK GLOBAL CITY, CLARK FREEPORT, MABALACAT PAMPANGA

Prospective Suppliers who will bid above the ABC will be DISQUALIFIED

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:



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- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)
- 4) Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR Form 2303)

Note: A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) and Proof of Authorization within 5 working days upon notification of the Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

Terms and conditions:

Price : **(Inclusive of all applicable taxes)**

Payment : **30 DAYS**

Delivery : **ON OR BEFORE JUNE 2025 FROM 8:00 AM TO 4:00 PM**

Validity of price : **one month**

Warranty : **ANY IF APPLICABLE**

We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/Date

Immediate Supervisor

Telephone / Fax Number

TERMS OF REFERENCE

Supply, Delivery and Administration of Inactivated Quadrivalent Influenza Vaccines for BCDA Personnel for CY 2025

1. The Approved Budget for the Contract is **Five Hundred Thousand Pesos Only (Php 500,000.00)** for 500 doses of Influenza Vaccines, inclusive of all applicable taxes and other charges. The total number of doses may vary based on the existing number of personnel at the time of purchase. In case of an excess of 500 doses, the same rate shall apply per dose, and the bid price shall not be subject to escalation during contract implementation and should be within the Approved Budget for the Contract.
2. The supplier shall provide BCDA with Influenza vaccines that have the following specifications:
 - a. Certificate of product registration from the FDA
 - b. Single dose prefilled syringe with needle
 - c. Inactivated **quadrivalent vaccines** that protect against Influenza A and B strains with southern hemisphere formulation
 - d. Recommended for use in adult individuals
 - e. The expiration date should not be earlier than December 2025
3. The supplier shall ensure cold chain during delivery and administration of vaccines *on or before* June 2025 from 8 a.m. to 4 p.m. at the following BCDA Offices:
 - a. BTC office (2/F Bonifacio Technology Center 31st St. cor. 2nd Ave. Bonifacio Global City, Taguig City)
 - b. Clark One West office (9/F One West Clark Global City, Clark Freeport, Mabalacat, Pampanga)
4. The supplier shall be in charge of the transportation/mobilization of its medical team during the activity and shall coordinate the delivery and administration of vaccines with the BCDA Clinic. The medical team at each site shall have at least one (1) doctor and one (1) nurse.
5. The medical team shall have the following responsibilities:
 - a. Proper handling and administration of vaccines intramuscularly at the deltoid muscle of the upper arm
 - b. Attend to queries regarding vaccine precautions and contraindications
 - c. Proper disposal of all used medical supplies and paraphernalia
 - d. Manage, monitor, and report adverse events and reactions to the vaccines
6. The supplier shall provide the following medical supplies and paraphernalia for vaccine administration:
 - a. Screening form
 - b. Vaccine card
 - c. Cotton balls
 - d. Band Aid
 - e. Sharp bins
 - f. Alcohol
 - g. Garbage Bins and Bags
7. The supplier shall immediately replace all vaccines bearing an expiration date earlier than December 2025 and vaccines with damaged or broken packaging.
8. The supplier must submit the following minimum requirements:



- a. An updated Mayor's/Business Permit
 - b. Latest Income/Business Tax Return
 - c. PhilGEPS Registration Number
 - d. Notarized Omnibus Sworn Statement
 - e. Food and Drug Administration (FDA) Certificate of Product Registration
 - f. Complete Product Description
6. Payment shall be made within thirty (30) days after complete delivery of vaccines and issuance of billing statement by the supplier. BCDA shall only pay for the amount of vaccines delivered.
7. The mode of procurement shall be under Negotiated Procurement-Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.
8. BCDA reserves the right to accept or reject any or all proposals, to waive any defect or informality thereon or minor deviations which do not affect the substance and validity of any or all of the proposals, or to annul the selection process and reject all at any time prior to award, without thereby incurring any liability to the affected proponents.
9. BCDA reserves the right to reject the proposal of any proponent who:
 - a. does not offer the required services as provided for in this Terms of Reference;
 - b. is discovered to have suppressed, disclosed or falsified information; or
 - c. failed to satisfactorily perform/complete any contract previously taken.
 - d. BCDA reserves the right to rescind the contract without prejudice to other courses of action and remedies open to it.

Recommending Approval:


LEILANI BARLONGAY-MACASAET
VP, Public Affairs Department

Approved:


ATTY. ELVIRA V. ESTANISLAO
SVP, Corporate Services Group