



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to  
**Supply, Delivery, and Administration of Inactivated Quadrivalent Flu Vaccine**  
 procure \_\_\_\_\_  
**for PSA Central Office Officials and Personnel**  
 which shall be undertaken in accordance with \_\_\_\_\_ **Section 53.9 (Small Value Procurement)**  
 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the  
 Contract (ABC) in the amount of **975,000.00** \_\_\_\_\_ *Nine Hundred Seventy Five Thousand Pesos Only*

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than**  
12 0 MAY 2022 at 11:00AM through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph)

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at [gsdprocurement.psa@gmail.com](mailto:gsdprocurement.psa@gmail.com)

*Minerva E. Esquivias*

**MINERVA ELOISA P. ESQUIVIAS**

Chairperson, Bids and Awards Committee

**TERMS AND CONDITIONS**

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Documents to be submitted	Deadline	Remarks
Copy of the 2022 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than <u>12 0 MAY 2022</u> at <u>11:00AM</u> together with the quotation	In case not yet available, you may submit your expired Mayor's/Permit with Official Receipt of renewal application. However, a copy of your 2022 Mayor's/Business Permit shall be required to be submitted <b>after award of contract but before payment</b> .
Omnibus Sworn Statement (OSS)	together with the quotation	Unnotarized OSS may be submitted. However, a copy of your notarized OSS shall be required to be submitted <b>after award of contract but before payment</b> .
2021 Income Tax Return (ITR)	together with the quotation	In case not yet available, you may submit your 2020 ITR. However, a copy of your 2021 ITR shall be required to be submitted <b>after award of contract but before payment</b> .



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[www.psa.gov.ph](http://www.psa.gov.ph)

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9:28 AM*

REQUEST FOR QUOTATION

PR No. 22-05-0741

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Supply, Delivery, and Administration of Inactivated Quadrivalent Flu Vaccine for PSA Central Office Officials and Personnel</b>	pcs	1500				
<b>Minimum Requirements</b>						
<p><b>Vaccine Pharmaceutical Description</b>                      -Inactivated Influenza Vaccine for Adults  <b>a. Indication and Usage-</b> A vaccine indicated for active immunization against disease caused by the influenza virus recommended for use in adult individuals  <b>b. Dosage Presentation-</b> Vaccines should be packaged in a pre-filled sterile syringe with an attached sterile needle or individual single-dose glass vials with two (2) sterile needles and one (1) sterile syringe.  <b>c. Dosage Form-</b> Suspension for injection is clear and slightly opalescent in color  <b>d. Posology-</b> Single-dose of 0.5 mL vaccine for Primary Immunization on adults  <b>e. Quantitative Composition-</b>                      Each 0.5 mL single-dose vial contains 60 micrograms (µg) haemagglutinin (HA) in the recommended ratio of 15µg HA of each of the four strains.                      Cell culture- or recombinant-based vaccines                      * an A/Wisconsin/588/2019 (H1N1)pdm09-like virus;                      * an A/Darwin/6/2021 (H3N2)-like virus;                      * a B/Austria/1359417/2021 (B/Victoria lineage)-like virus; and                      * a B/Phuket/3073/2013 (B/Yamagata lineage)-like virus.</p>						
<p><i>-With expiration date of at least 6 months from the date of delivery</i>  <b>f. Method of Administration-</b> Intramuscular injection only in deltoid region. Vaccine should not be administered in gluteal region, subcutaneously/ intradermally, or intravascularly</p>						

<p><b>Other Requirements:</b></p> <p><b>Ordering Facility:</b> PSA shall issue a Purchase Order/Contract which indicates the schedule of deliveries and administration per Schedule Requirements.  Batch 1: 750 pcs (indicative)  Batch 2: 750 pcs (indicative)  After the Batch 1 Vaccination, PSA shall conduct an inventory and determine if there is a need to retain/increase/decrease the quantity to be delivered for Batch 2 Vaccination. PSA shall issue written notice to the supplier on such changes within 7 calendar days.</p>							
<p><b>Delivery:</b> The Supplier shall ensure cold chain during the delivery and administration of vaccines to PSA Central Offices.  The supplier shall also provide at least one (1) storage container, including ice gel packs, that can sustain cold temperature required for the vaccines during the administration. The supplier shall pick-up the storage container within five (5) days after the vaccination.</p>							
<p><b>Medical Supplies and Paraphernalia:</b> The supplier shall provide all medical supplies and paraphernalia to be used for every batch of supply, delivery, and administration of vaccines, including but not limited to:</p> <ul style="list-style-type: none"> <li>a. Pre-Vaccination Screening Form</li> <li>b. Vaccination Cards</li> <li>c. Cotton Balls</li> <li>d. Band-Aids</li> <li>e. Sharps Bins</li> <li>f. Alcohol</li> <li>g. Garbage bins/bags</li> <li>h. Sterile Syringes and needles</li> </ul>							
<p><b>Medical Team:</b> The supplier shall provide medical team for every batch of administration vaccines. (1 Medical doctor and 2 Nurses).  The medical team shall conduct the administration of vaccines for a maximum of (8) hours per day, from 8:00AM to 5:00PM. All personnel of the medical team must be in proper attire and protective gear (i.e. surgical gloves and/or face masks) during the administration of vaccines. They shall also wear their company ID for proper identification</p>							

<p><b>Administration:</b> The Supplier and its medical team shall be responsible for proper handling and administration of the vaccines during deliveries and vaccinations. The medical team shall attend to queries of employees regarding the vaccines, precautions and contraindications. The Supplier and its medical team shall be responsible for the proper disposal of all used medical supplies and paraphernalia, including used vaccine vials, after every batch of administration</p>						
<p><b>Pharmacovigilance:</b> The supplier and its medical team shall manage, monitor, and report adverse events and reactions to the administered vaccines</p>						
<p><b>Other Documentary Requirements:</b> 1. Copy of current and valid Certificate of Product Registration (CPR) for the items; 2. Copy of valid, current license to Operate from FDA and/or DOH Accreditation as Supplier, Distributor, or Manufacturer for Drugs and Medicines; 3. Lot Release Certificate issued by the Bureau of Food and Drugs (BFAD/FDA) in accordance with latest BFAD Circular; 4. Statement of the bidder specifying that the expiry dates of the medicines must be at least six (6) months for item A and at least eighteen (18) months for item B from the date of delivery.</p>						
<p>Mode of payment: Send bill (PSA shall only pay the actual number of vials/doses delivered)</p>						
<p>Total amount in words:</p>						

Printed name of the authorized representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

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