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Republic of the Philippines
COURT OF TAX APPEALS
Quezon City

REQUEST FOR QUOTATION

Date: **April 23, 2024**
RFQ No.: **11-2024**

Name of Company : _____
Address : _____
_____
Business Permit No. : _____
TIN No. : _____
PhilGEPS Registration No.: _____

The Court of Tax Appeals (CTA) intends to procure **QUADRIVALENT INFLUENZA VACCINE** through Negotiated Procurement – Small Value Procurement (SVP) in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation.

Submit your quotation duly signed by you or your authorized representative and copies of the following eligibility requirements not later than **April 26, 2024**:

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate; and
3. Notarized Omnibus Sworn Statement (with Secretary's Certificate, if a Corporation or Certificate of Partnership Resolution, if a Partnership).

Open quotations may be submitted at the address indicated below or send thru email at ppmd.cta@judiciary.gov.ph or ppmd.cta@gmail.com.

ANNE BENITA S. AUSTIN
Chief Judicial Staff Officer
Procurement and Property Management Division

After having carefully read and accepted the Terms and Conditions attached to this RFQ, I/WE submit our price quotation for the item/s, inclusive of all applicable government taxes, as follows:

Description	Quantity	Approved Budget for the Contract	OFFER		
			Quantity	Unit Price	Total Price
SUPPLY, DELIVERY and ADMINISTRATION OF INACTIVATED QUADRIVALENT INFLUENZA VACCINES	**276 doses**	**₱234,600.00**			

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE (Please indicate by a checkmark)		REMARKS (If any)
	YES	NO	
1. Vaccine Pharmaceutical Description Inactivated Influenza Vaccine for Adults			
Indications and Usage: A vaccine indicated for active immunization against disease caused by the Influenza virus recommended for use in adult individuals.			
Dosage Presentation: Vaccines should be packaged in a sterile pre-filled syringes (PFS) with attached extremely sharp sterile needles			
Dosage Form: Suspension for injection is colorless and slightly opalescent in color			
Posology: Single-dose of 0.5 mL vaccine for Primary Immunization on adults.			
Quantitative Composition: Each 0.5 mL single-dose PFS contains the WHO recommended strains (Southern Hemisphere) for the season 2024 as follows: Strain 1: A/Victoria/4897/2022 (H1N1) pdm09-like virus Strain 2: A/Thailand/8/2022 (H3N2)-like virus Strain 3: B/Austria/1359417/2021 (B/Victoria lineage)-like virus Strain 4: B/Phuket/3073/2013 (B/Yamagata lineage)-like virus			
Method of Administration: Intramuscular injection only in deltoid region.			
2. Other Documentary Requirements The supplier should submit a certified true copy of the FDA Certificate of Product Registration (CPR) and complete product description of the vaccines.			
3. Delivery • The Supplier shall ensure cold chain during the delivery and administration of vaccines to the Court of Tax Appeals. The vaccines shall be kept in an environment with a temperature of 2 to 8 degrees Celsius at all times. • 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.			
4. Medical Supplies and Paraphernalia 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: • Consent Forms • Pre-Vaccination Screening Form • Vaccination Cards • Cotton Balls • Band-Aids • Sharps Bins • Alcohol • Garbage bins/bags • Sterile syringes and needles			
5. Medical Team The supplier shall provide a medical team for every batch of administration of vaccines.			

Minimum Requirements • The medical team should consist of at least 1 physician and 1 nurse • Medical team must be fully immunized against COVID-19 and must have a negative rapid antigen test for COVID-19, results of which must be within 24 hours of the scheduled vaccination activity. Result should be presented to the CTA Medical Clinic on the first day of vaccination. • Members of the medical team must be asymptomatic. • The medical team shall conduct the administration of vaccines for a maximum of (8) hours per day, from 8:00AM to 4:00PM. All personnel of the medical team must be in proper attire (physician in white coat) 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.			
6. Administration The Vaccination will be a four (4)-day schedule divided into 2 weeks, with 2 consecutive working days on the first week and 2 consecutive working days the following week, with 90 recipients on the first day, and 62 recipients each on the second, third, and fourth day. All 276 doses of anti-flu vaccine should be delivered on the 1st vaccination day for checking, but only 90 shall be left for administration for the 1st vaccination day, the rest shall be returned to the supplier for safekeeping. Un-administered vaccines on the 1st day will be indorsed back to the supplier for safekeeping to be delivered back in addition to the 62 doses on the 2nd vaccination day. The same will apply for unadministered vaccines on the second and third day to be delivered back in addition to the 62 doses each on the 3rd and 4th vaccination day. 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			
7. Pharmacovigilance The Supplier and its medical team shall manage, monitor, and report adverse events and reaction to the administered vaccines.			

Conforme:

_____

Signature over Printed Name

Telefax No. (Landline and/or Cellphone)

E-mail Address

TERMS AND CONDITIONS

1. Supplier shall provide correct and accurate information in this form.
2. The price quotation must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation, to be denominated in Philippine Peso, shall include taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your authorized representative/s.
6. Award of Contract shall be made to the lowest offer which complies with the technical specifications and terms and conditions stated herein.
7. The services/items shall be delivered within the specified dates and time.
8. Representative from the Medical Division (MD) and Procurement and Property Management Division (PPMD) shall have the right to inspect and test the goods to confirm compliance with the technical specifications.
9. Payment shall be made within seven (7) days after delivery of the goods and/or services and demand for payment, with complete documentation.
10. The obligation for the warranty shall be covered by retention money in the amount equivalent to one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period. Provided, however, that the goods are free from patent and latent defects and all conditions imposed under the contract have been fully meet.
11. Liquidated damages equivalent to one tenth of one percent (.001) of the value of goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. The Buyer 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.
12. The CTA reserves the right to accept or reject any offer, to annul the procurement process, and to reject offers at any time prior to the award of contract, without thereby incurring any liability to the affected Suppliers.