

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for

MCH90091

ROBERTA WAGNER 304-558-0067

RFQ COPY TYPE NAME/ADDRESS HERE

"A small woman owned distributor" Products Unlimited, Inc. 115 E. First St. PO Box 339 Justin, Texas 76247

HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT STREET CHARLESTON, WV

25301 304-558-3417

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## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- 3. All quotations are governed by the West Virginia Code and the Legislative Rules of the Purchasing Division.
- 4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
- 5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
- 6. Payment may only be made after the delivery and acceptance of goods or services.
- 7. Interest may be paid for late payment in accordance with the West Virginia Code.
- 8. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- **11.** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
- 12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 13. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
- 14. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 15. WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT: If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

#### INSTRUCTIONS TO BIDDERS

- 1. Use the quotation forms provided by the Purchasing Division.
- 2. SPECIFICATIONS: Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
- 3. Complete all sections of the quotation form.
- 4. Unit prices shall prevail in case of discrepancy.
- 5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- **6. BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

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ROBERTA WAGNER

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HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT STREET CHARLESTON, WV 25301 304-558-3417

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MATERIALS MANAGEMENT
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PO Box 339
Justin, Texas 76247

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BPH - OMCFH
MATERIALS MANAGEMENT
900 BULLITT STREET
CHARLESTON, WV
25301 304-558-3417

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304-558-3417

ROBERTA WAGNER 804-558-0067

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"A small woman owned distributor\*

Products Unlimited, Inc.

115 E. First St.

PO Box 339

Justin. Texas 76247

HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT STREET CHARLESTON, WV

DATE PRINTED SHIPVIA TERMS OF SALE. FOB ..... FREIGHT TERMS 11/05/2008 BID OPENING DATE **\2008** 12/04 BID OPENING TIME 01:30PM LINE QUANTITY: UOP ITEM NUMBER UNIT PRICE AMOUNT ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE JENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT. IN THE EVENT THE VENDOR/CONTRACTOR FILES BANKRUPTCY: FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-CALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER. THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM. REV. 04/11/2001 INQUIRIES: WRITTEN QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS ON 11/18/2008. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO: ROBERTA WAGNER DEPARTMENT OF ADMINISTRATION PURCHASING DÍVISIÓN REET EAST | SEE REVERSE SIDE FOR TERMS AND CONDITIONS 2019 WASHINGTON STREET SIGNATURE TITLE ADDRESS CHANGES TO BE NOTED ABOVE



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130

# Request for Quotation MCH9005

MCH90091

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DATE PRINTED JERMS OF SALE SHIP VIA FOB FREIGHTTERMS 11/05/2008 BID OPENING DATE 12/04/2008 BID OPENING TIME 01.30PMLINE QUANTITY HOP ITEM NUMBER UNIT PRICE AMOUNT IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST JIRGINIA LEGISLATIVE RULES AND REGULATIONS. PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA currently utilizes a visa purchasing card program whic IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD. EXHIBIT 4 LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL and other local government bodies, the bid shall extend TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST IF THE VENDOR DOES NOT WISH TO EXTEND THE VIRGINIA. PRICES, TERMS, AND CONDITIONS OF THE BED TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE BUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER .. REV. 3/88 NOTICE A SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130 SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TITLE FEIN ADDRESS CHANGES TO BE NOTED ABOVE



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ADDRESS: CORRESCONDENGES (CAMPEN FOR NO.

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HEALTH AND HUMAN RESOURCES BPH - OMCFH MATERIALS MANAGEMENT 900 BULLITT STREET CHARLESTON, WV

Justin, Texas 76247 DATE PRINTED TERMS OF SALE SHIP VIA .....F.O.B FREIGHT TERMS 11/05/2008 BID OPENING DATE 12/04/2008 BID OPENING TIME 01:30PM LINE QUANTITY ITEM NUMBER UNIT PRICE AMOUNT PLEASE NOTE: A CONVENIENCE COPY WOULD BE APPRECIATED. THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID BUYER: -----RFQ. NO :---BID OPENING DATE: |----|--12/4/2008----|-----PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: 648 3 407 CONTACT PERSON (PLEASE PRINT CLEARLY): SUSAN Raittel SEE REVERSE SIDE FOR TERMS AND CONDITIONS Patrel TITLE ADDRESS CHANGES TO BE NOTED ABOVE



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PO Box 339
Justin, Texas 76247

HEALTH AND HUMAN RESOURCES
BPH - OMCFH
MATERIALS MANAGEMENT
900 BULLITT STREET
CHARLESTON, WV
25301 304-558-3417

11/05/2008 BID OPENING DATE:			SAIFVIA	FOB	FREIGHTTERMS
BACCO VICTOR OF STREET,	12/04/ QUANTITY	UOP CAT			;30PM
		NO	ITEM NUMBER	UNIT PRICE	AMOUNT
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# STATE OF WEST VIRGINIA PURCHASE CONTINUATION SHEET

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Dradu	-1-11/11/1	
Vendor: 1 10/11	cts Winterso	Date:

Page	of	Pages	MCH90091	No:
File:	W22	Acct. No. MULTIB		
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		W PU Date:	WVDHHR/BPH/OMCFH/FP			
Item No.	1		Unit Price	Amount		
	APPROX ANNUAL USAGE	OPEN END CONTRACT TO PROVIDE VARIOUS FAMILY PLANNING CONTRACEPTIVES AND MEDICATIONS AS FOLLOWS:				
1	10,000 ' UNITS	MICRONOR 28 DAY NDC# 00062-1411-16 OR EQUAL PKG SIZE: 6 X 28 MFG: ORTHO PHARMACEUTICAL				
2	30,000 UNITS	ORTHO NOVUM 7/7/7 28 DAY NDC# 00062-1781-15 OR EQUAL PKG SIZE: 6 X 28 MFG: ORTHO PHARMACEUTICAL				
	50,000 UNITS	ORTHO CYCLEN 28 DAY NDC# 00062-1901-15 OR EQUAL PKG SIZE: 6 X 28 MFG: ORTHO PHARMACEUTICAL				
ļ 	60,000 UNITS	LO-OVRAL 28 DAY NDC# 00008-2514-02 OR EQUAL PKG SIZE: 6 X 38 MFG: AKRIMAZ				
		ORTHO TRI-CYCLEN 28 DAY NDC# 00062-1903-15 OR EQUAL PKG SIZE: 6 X 28 MFG: ORTHO PHARMACEUTICAL				
	UNITS	MICROGESTIN FE 1/20 28 DAY NDC# 52544-0630-28 OR EQUAL PKG SIZE: 6 X 28 MFG: WATSON				
	UNITS	ORTHO TRI-CYCLEN LO 28 DAY NDC# 00062-1251-15 OR EQUAL PKG SIZE: 6 X 28 MFG: ORTHO PHARMACEUTICAL				
	JNITS	ORTHO EVRA PATCH NDC# 00062-1920-15 OR EQUAL PKG SIZE: 6 X 3 MFG: ORTHO PHARMACEUTICAL				
		VCF VAGINAL CONTRACEPTIVE FOAM 26 GM CAN W/ APPLICATOR NDC# 0062-313-301-40 OR EQUAL	٦			
		FREIGHT WILL BE PAID BY VENDOR.	***			
	,	VENDOR WILL PROVIDE PRODUCT WITH THE LONGEST EXPIRATION DATES MUST BE 12-18 MONTHS MIN	ON MUMUM.			
		OMCFH/FAMILY PLANNING IS PHS ELIGIBLE				
AMM	(	CONTRACT PERIOD: UPON AWARD AND TO EXTEND FOR ONE YEAR OPTION TO RENEW FOR TWO ONE YEAR PERIODS	EAR			
	,	QUANTITIES LISTED ARE APPROXIMATES ONLY. QUANTITIES ORI MAY BE MORE OR LESS DURING THE CONTRACT YEAR.	DERED			
	P	/ENDOR MUST AGREE TO ACCEPT STATE PURCHASING CARD FO AYMENT OF ORDERS \$2500 00 OR LESS.	DR			
	E	BIDS WILL BE REVIEWED BY PROGRAM DIRECTOR PRIOR TO AWA	RD			
- 7 Li II-						

## STATE OF WEST VIRGINIA Purchasing Division

## **PURCHASING AFFIDAVIT**

#### **VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

#### **PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

#### **ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

#### LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

#### CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of lav	v for false swearin	g (West Virginia Co	de §61-5-3), it is he	reby certified that	he vendor
acknowledges the inf	formation in this sa	id affidavit and is in c	ompliance with the r	equirements as stat	ed.
Vendor's Name:	D Kno	ducts ly	limited, or	LC	
Authorized Signature	: Awan	Rathel	Date:	12/3/08	

Purchasing Affidavit (Revised 07/01/08)

## State of West Virginia

## **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code** This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1.,	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2.	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3,	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4.	Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5.	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6.	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:  Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years
requirer against	inderstands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the neats for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency cited from any unpaid balance on the contract or purchase order.
the requ	hission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and es the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid ired business taxes, provided that such information does not contain the amounts of taxes paid nor any other information by the Tax Commissioner to be confidential.
and acc	enalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true urate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate aduring the term of the contract, Bidder will notify the Purchasing Division in writing Immediately.
Bidder:_	Products bulinited signed: Iwan Rauthel
Date:	12/3/08 Title:
*Check an	y combination of preference consideration(s) indicated above which you are entitled to receive

# COST SHEET FOR MICH90091

	9	&	7	on .	s	4	ω	2	1	Item#
	7,500 Cans	Ortho Evra 10,000 Units Size: 6 x 3	90,000 Units	Microges 60,000 Units or Equal	170,000 ∪nits	60,000 Units	50,000 Units	30,000 Units	10,000 Units	Apprx. Annual Usage QUANTITY
TOTAL COST	VCF Vaginal Contraceptive Foam 26 GM Can 7,500 Cans w/Applicator NDC# 0062 313-301-40 or Equal Pkg.	0062-19 Ortho Pl	i-Cyclen Lo 28 day ND vkg. Size: 6 x 28 Mi	Microgestin FE 1/20 28 day NDC# 52544-0630-28 or Equal Pkg Size: 6 x 28 Mfg- Watson	Ortho Tri-Cyclen 28 day NDC# 00062-1903-15 or Equal Pkg Size: 6 x 28 Mfg: 170,000 Units Ortho Pharmaceutical	ND	Ortho Cyclen 28 day NDC# 00062-1901-15 or Equal	/7/7 2 :: 6 x 2 :utical	Micronor 28 day NDC# 00062-1411-16 or Equal 10,000 Units Pkg Size: 6 x 28 Mfg: Ortho pharmacourtical	DESCRIPTION
	11.32	6,51	59.30	24.59	31,38	59.34	73.07	X 27	31 72	UNIT PRICE
	84,90,00	65 m m	5,357,00,00	IUR WAY, DO	5.334,600.00	3,560,400.00	07/160000	\$10 / 20 S	2/1/02/201	TOTAL COST

Contract may be awarded to multiple vendors based upon overall total cost per item which meets all requested specifications and requirements. Vendor must submit an original itemized invoice for each order. Payment will be made in arrears after receipt of each completed order.

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