

Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

## REQUEST FOR QUOTATION

Date	22-Apr-2021		
Quotation No.	NP-SPHG(A)-2021-0053-REU-NLC REPOSTING		
	REPOSTING		

Please quote your lowest price on the item/s listed below, subject to the Conditions. Kindly submit your quotation duly signed by you or your representative not later than PhilGEPS Closing Date.

Name of Project:

**Procurement of Office Supplies** 

Procurement Mode:

NP-Shopping (52.1B)

Classification:

Goods

Approved Budget for the Contract (ABC): PHP 57,334.22

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
Procurement of Office Supplies				
PAPER, MULTI-PURPOSE (COPY) A4, 70 gsm	REAM	60	114.51	
PAPER, MULTI-PURPOSE (COPY) Legal, 70 gsm	REAM	35	129.98	
NOTEPAD, Stick on, 76mm x 100mm (3" x 4") min	PAD	5	56.06	
NOTEPAD, Stick on, 76mm x 76mm (3" x 3") min	PAD	5	55.00	
RECORD BOOK, 300 Pages, Size: 214mm x 278mm min	BOOL	10	70.72	
GLUE, ALL PURPOSE, GROSS WEGHT: 200 Grams min	JAR	10	286.92	
STAPLE WIRE, for Heavy duty Staplers (23/13)	BOX	25	103.38	
ΓΑΡΕ, ELECTRICAL, 18mm x 16M Min	ROLL	2	72.80	
TAPE, MASKING, Width: 24mm (+- 1mm)	ROLL	20	55.12	
TAPE, MASKING, Width: 48mm (+- 1mm)	ROLL	20	106.60	
TAPE, PACKAGING, Width: 48mm (+- 1mm)	ROLL	85	18.20	
TAPE, TRANSPARENT, Width: 24mm (+- 1mm)	ROLL	20	9.10	
ΓΑΡΕ, TRANSPARENT, Width: 48mm (+- 1mm)	ROLL	20	18.20	
DATA FILE BOX, Made of chipboard, with closed ends	PIECE	30	69.78	
ENVELOPE, EXPANDING, KRAFTBOARD FOR Legal size Doc	BOX	30	738.40	
STAMP PAD, FELT, Bed Dimension: 60mm x 100mm min	PIECE	3	27.66	
CUTTER BLADE, for heavy duty cutter	PIECE	5	11.77	
PENCIL SHARPENER, manual, single cutter head	PIECE	. 5	187.20	
PUNCHER, PAPER, Heavy Duty, with two hole guide	PIECE	10	131.96	
SCISSORS, Symmetrical, Blade Length: 65mm min	PAIR	5	15.60	
ENVELOPE, Mailing, White, 80 gsm (-5%)	BOX	. 5	328.64	
ENVELOPE, Mailing, White, with Window	BOX	1	410.80	
FASTENER, METAL, 70mm between prongs	BOX	15	78.92	
MARKER, PERMANENT, Bullet Type, Black	PIECE	15	9.65	
MARKER, PERMANENT, Bullet Type, Blue	PIECE	5	9.65	
PAPER CLIP, Vinyl/Plastic Coat, Length:48mm Min	BOX	10	12.74	
STAMP PAD, FELT, Bed Dimension: 60mm x 100mm min	PIECE	3	27.66	
STAPLER, STANDARD TYPE, Load Cap: 200 Staples min	PIECE	5	82.16	
CALCULATOR, COMPACT, 12 Digits	UNIT	5	135.20	
SIGN PEN, Black Liquid/Gel Ink 0.5 mm needle tip	PIECE	9	34.61	
SIGN PEN, Blue Liquid/Gel Ink 0.5 mm needle tip	PIECE	50	34.61	
SIGN PEN, Red Liquid/Gel Ink 0.5 mm needle tip	PIECE	9	34.61	

* Partial Bid are Allowed		]
GRAND TOTAL:		$\exists$
Delivery Period:  *Warranty: Price Validity:  After having carefully read and accepted your General above, within the stated delivery period and price validity.		oted
	Printed Name over Signature	
Canvassed By:  Name of Canvasser & Position Title	Tel. No./ Cellphone No.  E-mail Address:  Date:	<u> </u>
Date Conducted:	DTN: 20210323143244	

## NOTE:

- 1. ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY HANDWRITTEN. BIDDERS MAY SUBMIT QUOTATIONS PROVIDED THAT ABOVE MATRIX DETAILS ARE COMPLETELY PROVIDED AND SHALL BE SUBMITTED USING COMPANY LETTERHEAD;
- 2. DELIVERY PERIOD WITHIN 7 CALENDAR DAYS UPON THE RECEIPT OF PURCHASE ORDER;
- 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY;
- 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF FORTY FIVE (45) CALENDAR DAYS CALENDAR DAYS;
- 5. BIDDERS MAY SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED, IF APPLICABLE;
- 6. PLEASE QUOTE YOUR GOVERNMENT PRICE(S) INCLUDING VAT OR OTHER APPLICABLE TAXES AND OTHER INCIDENTAL EXPENSES FOR THE TERMS LISTED/ATTACHED;
- 7. PLEASE SUBMIT YOUR SEALED QUOTATION/S ADDRESSED DIRECTLY TO:

ENGR. ANA TRINIDAD F. RIVERA, MSc Chairperson, FDA-BIDS AND AWARDS COMMITTEE FOOD AND DRUG ADMINISTRATION CIVIC DRIVE FILINVEST, ALABANG, MUNTINLUPA CITY

DEADLINE OF SUBMISSION OF QUOTATION/S WILL BE BASED ON THE CLOSING DATE AND TIME OF PHILGEPS;

- 8. LATE BIDS SHALL NOT BE ACCEPTED;
- 9. FOR OTHER INQUIRIES/CONCERNS ABOUT THE ITEMS, PLEASE CONTACT MR. JOHN CARLO R. CERVANTES TELEPHONE NUMBER 8815-9597 or email at jcrcervantes@fda.gov.ph
- 10. THE FOOD AND DRUG ADMINISTRATION RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, DECLARE A FAILURE OF THE PROCUREMENT, OR NOT AWARD THE CONTRACT AT ANY TIME PRIOR TO CONTRACT AWARD IN ACCORDANCE WITH SECTION 41 OF RA 9184 AND ITS IRR, WITHOUT INCURRING ANY LIABILITY TO THE AFFECTED BIDDER OR BIDDERS.

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