



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

## REQUEST FOR QUOTATION

Date 16-Mar-2021  
 Quotation No. NP-SVP(A)-2021-0047-RFO-NCR

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**.

*(Signature)*  
**ENGR. ANA TRINIDAD F. RIVERA, MSc**  
 Chairperson, FDA-BAC

Name of Project: Procurement of Office Supplies

Procurement Mode: NP-Small Value Procurement (A)

Classification: Goods

Approved Budget for the Contract (ABC): PHP 263,020.00

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
Procurement of Office Supplies				
Expanding Plastic Envelope (Ordinary long)	PIECE	2,000	50.00	
Plastic Envelope (ordinary long)	PIECE	1,570	36.00	
Plastic Envelope (ordinary short)	PIECE	1,500	15.00	
Clear Sheets (Legal Size)	PACK	300	70.00	
1" inch A4 3 ring D-Type Nilder Folder	PIECE	80	250.00	
Retractable Blue Ball pen	BOX	50	260.00	
Retractable Blue Gelpen	BOX	50	600.00	
* Partial Bid are Allowed				
<b>GRAND TOTAL:</b>				

Delivery Period: \_\_\_\_\_  
 \*Warranty: \_\_\_\_\_  
 Price Validity: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We hereby submit the price quotation on the item/s noted above, within the stated delivery period and price validity.

\_\_\_\_\_  
 Printed Name over Signature

Canvassed By: \_\_\_\_\_  
 \_\_\_\_\_  
 Name of Canvasser & Position Title

Tel. No./ Cellphone No. \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

DTN: 20210209144247  
 20210210103001

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 **[jrcervantes@fda.gov.ph](mailto:jrcervantes@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.