



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

REQUEST FOR QUOTATION

Date 22-Apr-2021
 Quotation No. NP-SPHG(A)-2021-0075-RFO-III

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**.

Trinidad F. Rivera
ENGR. ANA TRINIDAD F. RIVERA, MSc
 Chairperson, FDA-BAC

Name of Project:

Procurement of Office Supplies

Procurement Mode:

NP-Shopping (52.1B)

Classification:

Goods

Approved Budget for the Contract (ABC):

PHP 194,100.00

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
Procurement of Office Supplies				
Wireless Mouse	PIECE	22	700.00	
Keyboard Set	PIECE	2	1,500.00	
External Hard Drive 2TB	PIECE	7	6,500.00	
Pointer (Laser with clicker)	PIECE	1	3,000.00	
Printer with scanner & copier, Ink Jet (Continuous, Black & Colored)	PIECE	6	12,300.00	
Super Fast Charging, Line -Interactive UPS Uninterruptible Power Supply with built in AVR/Wide Inout Volume 140-300VAC/3x Universal Output Sockets/UPS for Computer	PIECE	6	12,300.00	
Epson Printer Ink 3110 (003 Black)	PIECE	12	300.00	
Epson Printer Ink 3110 (003 Cyan)	PIECE	12	300.00	
Epson Printer Ink 3110 (003 Yellow)	PIECE	12	300.00	
Epson Printer Ink 3110 (003 Magenta)	PIECE	12	300.00	
* Partial Bid are Allowed				
GRAND TOTAL:				

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: _____

Tel. No./ Cellphone No. _____
 E-mail Address: _____
 Date: _____

Name of Canvasser & Position Title

Date Conducted: _____

DTN: 20210322134045

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
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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