



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

REQUEST FOR QUOTATION

Date 27-Apr-2021
Quotation No. NP-SPHG(A)-2021-0082-RFO-V

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 255,700.00

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
Procurement of Office Supplies				
Imaging Unit, Copier Develop Ineo 4020	PIECE	2	6,000.00	
Toner Cartridge, Copier Develop Ineo 4020	PIECE	10	12,300.00	
Pick-Up Roller Assy (A6WD-PP08-00)	PIECE	1	13,200.00	
Brother MFC-L5900DW, Drum 3455	PIECE	2	10,000.00	
Brother MFC-L5900DW, TN-3448	PIECE	10	6,500.00	
Ink Refill, Epson L565, Cyan	PIECE	15	300.00	
Ink Refill, Epson L565, Black	PIECE	10	300.00	
Ink Refill, Epson L565, Magenta	PIECE	15	300.00	
Ink Refill, Epson L565, Yellow	PIECE	15	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: _____

Name of Canvasser & Position Title

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

Date Conducted: _____

DTN: 20210218110235

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 **15 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.