

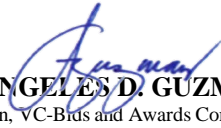


Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

REQUEST FOR QUOTATION

Date 31-May-2021
 Quotation No. NP-SHPG(A)-2021-005-VC

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 **the Philgeps Closing Date and Time.**


MA. ANGELES D. GUZMAN
 Chairperson, VC-Bids and Awards Committee

Name of Project: Procurement of Common Office Supplies
for Regional Field Office (RFO) VII

Procurement Mode: NP-Shopping (Sec 52.1B)

Classification: Goods

Approved Budget for the Contract (ABC): PHP 179,775.00

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	OFFERED COST PER UNIT	TOTAL PRICE OFFERED
Procurement of Common Office Supplies Not-Available at PROCUREMENT SERVICE				
STAMP PAD INK, purple or violet ABC: Php24.63	bots	4		
CARBON FILM, PE, black, size 216mm x 330mm ABC: Php650.00	packs	3		
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min ABC: Php35.00	packs	36		
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min ABC: Php56.06	packs	24		
PAPER, Multi-Purpose (COPY) Legal, 70 gsm ABC: Php145.00	reams	148		
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min ABC: Php90.00	pcs	16		
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min ABC: Php130.00	pcs	10		
STAPLE WIRE, STANDARD, (26/6) ABC: Php35.00	boxes	30		
TAPE, ELECTRICAL, 18mm x 16M min ABC: Php25.00	rolls	2		

TAPE, MASKING, width: 48mm (± 1 mm) ABC: Php106.60	rolls	10		
TAPE, PACKAGING, width: 48mm (± 1 mm) ABC: Php40.00	rolls	48		
TAPE, TRANSPARENT, width: 24mm (± 1 mm) ABC: Php25.00	rolls	24		
TAPE, TRANSPARENT, width: 48mm (± 1 mm) ABC: Php35.00	rolls	15		
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm) ABC: Php45.00	boxes	56		
DATA FILE BOX, made of chipboard, with closed ends ABC: Php90.00	pcs	48		
ENVELOPE, DOCUMENTARY, for A4 size document ABC: Php408.14	packs	8		
ENVELOPE, DOCUMENTARY, for legal size document ABC: Php518.08	packs	4		
ENVELOPE, EXPANDING, KRAFTBOARD, legal size ABC: Php738.4	packs	8		
DATA FOLDER, made of chipboard, taglia lock ABC: Php71.94	pcs	4		
ENVELOPE, mailing, white, with window ABC: Php71.94	packs	20		
FASTENER, METAL, 70mm between prongs ABC: Php98.00	boxes	110		
FILE ORGANIZER, expanding, plastic, 12 pockets ABC: Php95.00	pcs	32		
FOLDER, FANCY, for legal size documents ABC: Php450.00	packs	13		
FOLDER, FANCY, for A4 size documents ABC: Php400.00	packs	80		
MARKER, FLUORESCENT, 3 assorted colors per set ABC: Php50.00	sets	19		
MARKER, whiteboard, black, felt tip, bullet type ABC: Php15.00	pcs	18		
MARKER, whiteboard, blue, felt tip, bullet type ABC: Php15.00	pcs	38		
MARKER, PERMANENT, bullet type, black ABC: Php15.00	pcs	35		
MARKER, PERMANENT, bullet type, blue ABC: Php15.00	pcs	35		
PAPER CLIP, vinyl/plastic coat, length: 32mm min ABC: Php15.00	boxes	28		
PAPER CLIP, vinyl/plastic coat, length: 50mm min ABC: Php20.00	boxes	38		
PENCIL, lead, w/ eraser, wood cased, hardness: HB ABC: Php20.79	pcs	8		

RUBBER BAND, 70mm min lay flat length (#18) ABC: Php96.72	boxes	2		
STAMP PAD, FELT, bed dimension:60mm x 100mm min ABC: Php35.00	pcs	11		
CUTTER KNIFE, for general purpose ABC: Php27.40	pcs	3		
PUNCHER, paper, heavy duty, with two hole guide ABC: Php150.00	pcs	15		
SCISSORS, symmetrical, blade length: 65mm min ABC: Php140.00	pcs	19		
STAPLER, STANDARD TYPE, load cap: 200 staples min ABC: Php120.00	pcs	14		
STAPLER, BINDER TYPE, heavy duty, desktop ABC: Php878.80	pcs	3		
STAPLE REMOVER, PLIER-TYPE ABC: Php35.00	pcs	12		
TAPE DISPENSER, TABLE TOP, for 24mm width tape ABC: Php90.00	pcs	2		
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip ABC: Php50.00	pcs	247		
PHILIPPINE NATIONAL FLAG, 100% polyester ABC: Php450.00	pcs	3		
Calculator ABC: Php700.00	pcs	14		
Ballpen, Blue ABC: Php15.00	pcs	220		
Carbon Film, Blue ABC: Php1,000.00	packs	9		
Carbon film, A4, blue ABC: Php221.00	packs	2		
Colored Folder with tab, legal ABC: Php400.00	packs	5		
Envelope, Plastic, Plain, legal size ABC: Php50.00	pcs	220		
Fastener, Plastic Coated ABC: Php40.00	boxes	140		
Folder with tab, legal ABC: Php321.36	packs	10		
Magnefying glass ABC: Php150.00	pcs	10		
Note: 1. Submission of partial bids or line item bids are allowed in this procurement. 2. Awarding of Lowest Calculated Bid will be determined for each line item. 3. The remaining item/s that may not awarded under this procurement be subject to re-procurement. 4. Must be delivered to FDA-Cebu Office at no cost to them.				
nothing follows				
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.

Canvassed By: _____
Name of Canvasser & Position Title

Printed Name over Signature _____
Tel. No./ Cellphone No. _____
E-mail Address: _____
Date: _____

Date Conducted: _____

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 SIXTY (30) CALENDAR DAYS UPON 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 ONE HUNDRED EIGHTY (180) CALENDAR DAYS;**
5. **PHILGEPS REGISTRATION AND MAYOR'S/BUSINESS PERMIT** SHALL BE ATTACHED UPON SUBMISSION OF THIS QUOTATION.
6. BIDDERS MAY SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED, IF APPLICABLE;
7. PLEASE QUOTE YOUR GOVERNMENT PRICE(S) INCLUDING VAT OR OTHER APPLICABLE TAXES AND OTHER INCIDENTAL EXPENSES FOR THE TERMS LISTED/ATTACHED;
8. PLEASE SUBMIT YOUR SEALED QUOTATION/S ADDRESSED DIRECTLY TO:

MA. ANGELES D. GUZMAN
FDA, VISAYAS CLUSTER - BIDS AND AWARDS COMMITTEE
ATTENTION: **MS. JANET R. COYOCA AND MS. MA. SALOME R. LARGO**
(EMAIL ADD: jrcoyoca@fda.gov.ph and msrlargo@fda.gov.ph)
FDA - Visayas Cluster/RFO VII
One Central Hotel and Suites Corp. Leon Kilat St.,
Cor. Sanciango St., Pahina Central 6000 Cebu City

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

9. LATE BIDS SHALL NOT BE ACCEPTED;
10. FOR OTHER INQUIRIES/CONCERNS ABOUT THE ITEMS, PLEASE CONTACT **MS. JANET R. COYOCA and MS. MA. SALOME R. LARGO AT TELEPHONE NUMBERS (032) 262-0996 / 0933-8130031 / 0922-9216782** OR LETTER THROUGH EMAIL ADDRESS MENTIONED ABOVE;
11. 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.

DTN: 20210531092424