

## REQUEST FOR QUOTATION

Date 28-May-2021  
Quotation No. SHPG(A)-2021-0123-RFO-MWC

Please quote your lowest price per item/s listed below, subject to the Conditions. Kindly submit your quotation duly signed by you or your representative not later than **closing date of the PhilGEPS posting**.

*Ana Trinidad F. Rivera*  
**ENGR. ANA TRINIDAD F. RIVERA, MSc**  
Chairperson, Bids and Awards Committee

Name of Project: Procurement of Various Office Supplies and Materials for the Regional Field Office - Mindanao West Cluster (RFO-MWC)

Procurement Mode: Shopping(A)

Classification: Goods

Approved Budget for the Contract (ABC): PHP318,025.46

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
<b>OFFICE SUPPLIES - PART I</b>				
CARBON FILM, PE, black, size 216mm x 330mm	box	5	PHP 208.52	
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min.	pad	6	PHP 47.73	
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves		3	PHP 12.04	
PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	100	PHP 133.12	
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	20	PHP 138.97	
BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10	PHP 36.30	
BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	15	PHP 19.73	
GLUE, all purpose, gross weight: 200 grams min	jar	8	PHP 62.10	
STAPLE WIRE, STANDARD, (26/6)	box	50	PHP 21.09	
TAPE, ELECTRICAL, 18mm x 16M min	roll	2	PHP 18.67	
TAPE, MASKING, width: 24mm (±1mm)	roll	5	PHP 54.60	
TAPE, MASKING, width: 48mm (±1mm)	roll	5	PHP 106.60	
TAPE, PACKAGING, width: 48mm (±1mm)	roll	50	PHP 19.97	
TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	50	PHP 19.97	
TWINE, plastic, one (1) kilo per roll	roll	10	PHP 58.24	
LIGHT BULB, Light Emitting Diode (LED), 6W	piece	10	PHP 82.16	
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	6	PHP 2,650.83	
FLASH DRIVE, 16 GB capacity	piece	3	PHP 167.44	
ENVELOPE, DOCUMENTARY, for A4 size document	box	4	PHP 673.09	
ENVELOPE, DOCUMENTARY, for legal size document	box	2	PHP 927.16	
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	4	PHP 738.40	
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	2	PHP 30.49	
FASTENER, METAL, 70mm between prongs	box	10	PHP 83.41	
FILE ORGANIZER, expanding, plastic, 12 pockets	piece	10	PHP 86.04	
FOLDER, FANCY, for A4 size documents	bundle	14	PHP 270.40	
FOLDER, FANCY, for legal size documents	bundle	20	PHP 311.88	
FOLDER, TAGBOARD, for A4 size documents	pack	20	PHP 279.00	
FOLDER, TAGBOARD, for legal size documents	pack	20	PHP 321.36	
MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	3	PHP 41.60	

MARKER, FLOURESCENT, 3 assorted colors per set	set	6	PHP 46.68	
MARKER, whiteboard, black, felt tip, bullet type	piece	6	PHP 13.38	
MARKER, PERMANENT, bullet type, blue	piece	20	PHP 8.98	
MARKER, PERMANENT, bullet type, red	piece	10	PHP 8.98	
PENCIL, lead w/ eraser, wood cased, hardness: HB	box	5	PHP 20.79	
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2	PHP 34.95	
CUTTER KNIFE, for general purpose	piece	10	PHP 33.43	
DATING AND STAMPING MACHINE, heavy duty	piece	5	PHP 453.96	
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	15	PHP 176.80	
STAPLE REMOVER, PLIER-TYPE	piece	15	PHP 24.90	
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	3	PHP 64.20	
CALCULATOR, compact, 12 digits	unit	2	PHP 346.85	
TONER CART, HP CE278A, Black	cart	5	PHP 3,952.00	
TONER CART, HP Q2612A, Black	cart	5	PHP 3,900.00	
DOCUMENT CAMERA	unit	1	PHP 23,623.60	
PHILIPPINE NATIONAL FLAG, 100% polyester	piece	6	PHP 284.84	
FIRE EXTINGUISHER, DRY CHEMICAL, 4.5 kgs	unit	4	PHP 1,144.00	
SIGN PEN, BLUE, liquid/gel ink pen, 0.5mm needle tip	piece	36	PHP 34.61	
<b>OFFICE SUPPLIES - PART II</b>				
Retractable ballpoint ball pen, blue, ball point size (0.35mm to 0.7mm)	piece	200	PHP 20.00	
Clip board folder, letter size, water repellent	piece	25	PHP 100.00	
DVD REWRITABLE, speed: 4x min, 4.7GB capacity minimum	piece	80	PHP 25.00	
Ink Epson C13t00s44a 003 Yellow for Epson L3110	piece	5	PHP 350.00	
Ink Epson C13t00s14a 003 Black for Epson L3110	piece	20	PHP 350.00	
Ink Epson C13t00s24a 003 Cyan for Epson L3110	piece	5	PHP 350.00	
Ink Epson C13t00s34a 003 Magenta for Epson L3110	piece	5	PHP 350.00	
Ink Bt5000 Magenta for Brother Dcp-T7110w	piece	5	PHP 450.00	
Ink Bt5000 Cyan for Brother Dcp-T7110w	piece	5	PHP 450.00	
Ink Bt5000 Yellow for Brother Dcp-T7110w	piece	5	PHP 450.00	
Ink Btd60 Black for Brother Dcp-T7110w	piece	10	PHP 450.00	
Toner Cartridge, Brother Tn-3348, for Printer HI-5100dn	piece	8	PHP 7,000.00	
Ink EPSON T7741 Black for EPSON M200 Printer	piece	20	PHP 700.00	
Original HP Ink GT52 Cyan for HP Ink Tank Wireless 415 Printer	piece	5	PHP 400.00	
Original HP Ink GT52 Yellow for HP Ink Tank Wireless 415 Printer	piece	5	PHP 400.00	
Original HP Ink GT52 Magenta for HP Ink Tank Wireless 415 Printer	piece	5	PHP 400.00	
Original HP Ink GT52 Black for HP Ink Tank Wireless 415 Printer	piece	10	PHP 400.00	
Ink Epson C13T00V400 003 Yellow for Epson L3110 Printer	piece	5	PHP 400.00	
Ink Epson C13T00V400 003 Magenta for Epson L3110 Printer	piece	5	PHP 400.00	
Ink Epson C13T00V400 003 Black for Epson L3110 Printer	piece	20	PHP 400.00	
Ink Epson C13T00V400 003 Cyan for Epson L3110 Printer	piece	5	PHP 400.00	
BALIKBAYAN BOX * plain corrugated box * 10x10x10 inches	piece	50	PHP 75.00	
BALIKBAYAN BOX * plain corrugated box * 20x20x20 inches	piece	50	PHP 100.00	
FDA PRINTED PACKAGING TAPE 2in * 48mm x 50m * FDA logo printed	piece	100	PHP 80.00	

<b>Inspection Folder</b> * color black * Hard case, water resistance * expanding case with handle and lock * size letter	piece	15	PHP 500.00	
Zip lock plastic, (3in x 5in) 100pc/pack	piece	2	PHP 500.00	
Zip lock plastic, (5in x 8in) 100pc/pack	piece	2	PHP 500.00	
Zip lock plastic, (10in x 11in) 100pc/pack	piece	2	PHP 500.00	
Sticker label//gum label (3in x 5in)	piece	2	PHP 1,000.00	
<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: \_\_\_\_\_

Tel. No./ Cellphone No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

\_\_\_\_\_  
Name of Canvasser & Position Title

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

DTN: 2021052094055

**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 **FIFTEEN (15)** CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER (PO);
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 NINETY (90) 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; **PARTIAL BID IS ALLOWED.**
7. PLEASE SUBMIT YOUR SEALED QUOTATION/S ADDRESSED DIRECTLY TO:

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

c/o MARIA ESSA C. TUASON  
Head Secretariat, FDA-BIDS AND AWARDS COMMITTEE  
or email at: mcctuason@fda.gov.ph copy furnished ctabdon@fda.gov.ph / jwsguerrero@fda.gov.ph

DEADLINE OF SUBMISSION OF QUOTATION/S WILL BE BASED ON THE **CLOSING DATE OF THE PHILGEPS POSTING:**

8. LATE BIDS SHALL NOT BE ACCEPTED;
9. FOR OTHER INQUIRIES/ CONCERNS ABOUT THE ITEMS, PLEASE CONTACT **CHRISMON T. ABDON** at TELEPHONE NUMBER 062-984-0651;
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.

DTN: 2021052094055

SHPG(A)-2021-0123-RFO-MWC

