

REQUEST FOR QUOTATION

Date 3-Nov-2021
Quotation No. SHPG(B)-2021-0260-ATQAL

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 Toner Cartridge, HP CF283A (HP283A)
Laserjet Black for Common Services Laboratory - Alabang
Testing and Quality Assurance Laboratory (CSL - ATQAL)

Procurement Mode: Shopping(B)

Classification: Goods

Approved Budget for the Contract (ABC): PHP97,251.00

| ITEM DESCRIPTION/SPECIFICATION | UNIT | QTY. | COST PER ITEM | TOTAL PRICE OFFERED |
|--|------|------|---------------|---------------------|
| Toner Cartridge, HP CF283A (HP83A) Laserjet Black | cart | 30 | PHP 3,241.70 | |
| 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: 20211025095221

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;
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 (OFFER PER LINE ITEM) 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: bacsec@fda.gov.ph copy furnished japmanasala@fda.gov.ph / brsalvaleon@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 **JESSA AIRA P. MANANSALA** at TELEPHONE NUMBER (02) 8857-1900 local 2021;
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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