

REQUEST FOR QUOTATION

Date 2-Nov-2021
Quotation No. NP-SPHG(A)-2021-0258-ATQAL

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**.


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

Name of Project: Procurement for the Office Supplies and Consumables

Procurement Mode: NP-Shopping (52.1B)

Classification: Goods

Approved Budget for the Contract (ABC): PHP 761,205.63

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
INSECTICIDE, aerosol type, net content: 600ml min	Can	6	139.36	
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	Pad	102	37.06	
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	Pad	114	59.28	
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	Pad	126	47.73	
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	Reams	100	170.56	
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	Reams	62	181.42	
PAPER, Multi-Purpose (COPY) A4, 70 gsm	Reams	125	133.12	
TISSUE, interfolded paper towel	Pack	400	34.84	
STAPLE WIRE, for heavy duty staplers, (23/13)	Box	44	19.76	
STAPLE WIRE, STANDARD, (26/6)	Box	116	21.09	
TAPE, ELECTRICAL, 18mm x 16M min	Roll	10	18.67	
TAPE, MASKING, width: 24mm (±1mm)	Roll	118	54.60	
TAPE, MASKING, width: 48mm (±1mm)	Roll	45	106.60	
TAPE, PACKAGING, width: 48mm (±1mm)	Roll	12	19.97	
TAPE, TRANSPARENT, width: 24mm (±1mm)	Roll	204	10.09	
TAPE, TRANSPARENT, width: 48mm (±1mm)	Roll	99	19.97	
TWINE, plastic, one (1) kilo per roll	Roll	4	58.24	
RULER, plastic, 450mm (18"), width: 38mm min	Piece	8	17.68	
AIR FRESHENER, aerosol, 280ml/150g min	Can	30	90.22	
BROOM, soft (tambo)	Piece	2	136.24	
MOP BUCKET, heavy duty, hard plastic	UNIT	5	2,288.00	
RAGS, all cotton, 32 pieces per kilogram min	Bundle	11	53.82	
SCOURING PAD, 5 pieces per pack	pack	20	107.12	
TRASHBAG, GPP specs, black, 940mmx1016mm	pack	35	134.68	
WASTEBASKET, non-rigid plastic	Piece	8	27.96	
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	Piece	12	2,650.83	
FLASH DRIVE, 16 GB capacity	Piece	48	167.44	
MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	UNIT	14	111.30	
FASTENER, METAL, 70mm between prongs	Box	40	83.41	
SCISSORS, symmetrical, blade length: 65mm min	Pair	42	40.56	
STAPLE REMOVER, PLIER-TYPE	Piece	20	24.90	
INK CART, EPSON C13T664100 (T6641), Black	Cart	168	249.60	

INK CART, EPSON C13T664200 (T6642), Cyan	Cart	83	249.60	
INK CART, EPSON C13T664300 (T6643), Magenta	Cart	72	249.62	
INK CART, EPSON C13T664400 (T6644), Yellow	Cart	83	249.60	
Ink Cartridge, HP F6V26AA (HP680) Tri-color	Cart	5	405.60	
Ink Cartridge, HP F6V27AA (HP680) Black	Cart	5	405.60	
Toner Cartridge, HP CF226A (HP26A) Black LaserJet	Cart	2	5,787.60	
TONER CART, HP Q2612A, Black	Cart	17	3,900.00	
TONER CART, SAMSUNG MLT-D203L, Black	Cart	2	3,458.00	
TONER CART, CANON CRG 324 II	Cart	1	13,399.36	
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	Piece	66	34.64	
Ergonomic office chair	UNIT	12	4,000.00	
Aluminum Foil (30cm x 16m)	Roll	62	180.00	
Antibacterial bar soap (175g)	Piece	42	50.00	
Antibacterial Dishwashing liquid (2000mL)	Piece	250	160.00	
Antibacterial Hand Liquid Soap (450mL)	Piece	107	150.00	
Bleach Solution (3785mL)	Bottle	18	160.00	
Cotton Roll (400g)	Roll	48	200.00	
Disinfectant concentrate	Can	55	350.00	
Fabric Conditioner (25-40mL)	Piece	193	56.00	
Hand Sanitizing gel with moisture lock (250mL)	Piece	133	80.00	
Interfolded Paper Towel 1 ply, 175sheets/pack	Pack	27	45.00	
Plastic bag, clear, Width:24" x Height:36" 100pcs/pack	Pack	20	1,500.00	
Scrubbing pad with sponge	Piece	102	20.00	
Shampoo (180mL)	Piece	19	190.00	
Zip Lock, Medium (approx 18 x 28m) 100 pieces/pack or equivalent	Pack	2	300.00	
Zip Lock, Large (approx 23 x 30cm) 100 pieces/pack or equivalent	Pack	3	350.00	
Detergent powder, 80g sachet	Pack	700	15.00	
DRUM UNIT, DR-3215, low yield for Brother MFC-8880DN	UNIT	3	8,000.00	
DRUM UNIT, DR-3355, low yield for HL5450DN (CU Printer)	UNIT	3	8,000.00	
Ink, Refill Brother, BT5000 (Cyan)	Piece	19	680.00	
Ink, Refill Brother, BT5000 (Magenta)	Piece	12	680.00	
Ink, Refill Brother, BT5000 (Yellow)	Piece	12	830.00	
Ink, Refill Brother, BT6000 (Black)	Piece	20	830.00	
HP 116A Cyan Original Laser Toner Cartridge	UNIT	3	3,000.00	
HP 116A Yellow Original Laser Toner Cartridge	UNIT	3	3,000.00	
HP 116A Magenta Original Laser Toner Cartridge	UNIT	3	3,000.00	
HP 116A Black Original Laser Toner Cartridge	UNIT	5	9,700.00	
*** Partial Bids 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:20211019161923

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 30 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: OR YOU MAY EMAIL YOUR PRICE QUOTATION TO bacsec@fda.gov.ph.

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 **MS. DIANA G. MICUA** email at dgmicua@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.