



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

REQUEST FOR QUOTATION

Date 10-Nov-2021
 Quotation No. NP-SVP(A)-2021-031-RFOXI

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**.

Deborah S. Legaspi
DEBORAH S. LEGASPI

Chairperson, MEC- FDA Bids and Awards Committee

Name of Project: Supply, Labor and Materials for the Installation of Glass and Drywall Partitions for the Regional Field Office XI
 Procurement Mode: NP-Small Value Procurement (A)
 Classification: Goods
 Approved Budget for the Contract (ABC): PHP 436,941.00

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
SUPPLY, LABOR AND MATERIALS FOR THE INSTALLATION OF GLASS AND DRYWALL PARTITIONS FOR THE REGIONAL FIELD OFFICE XI A. Director's Office 145"x126.5"x104" Glass Partition (6mm thickness) with steel frame, one sided tint with two single hinged glass door (35.5"x82") for the main entrance and one single hinged glass door (35.5"x82") going to the workstation area. Complete accessories and installation. B. Division between Client's Area & Director's Office to the Workstation Area 320"x3"x122" Drywall Partition for the said separation. 4.5mm thickness of Hardiflex should be used and painted light gray. The wooden door (30"x84") will be installed near the fire exit and will be served as the emergency gateway from the workstation area. Materials and installation. C. Conference Room 260"x4"x99" Glass Partition (6mm thickness) with steel frame and smoked glass with two single hinged glass door (35.5"x82") as the entry/exit of the said room. Complete accessories and installation. 172"x3.25"x122" Drywall Partition for the separation from the Conference Room to Mini-Conference Room/Workstations. 4.5mm thickness of Hardiflex should be used and painted light gray. Materials and installation. D. Records Room 265"x195"x122" Drywall Partition with a see through glass window (84"x48" 6mm thickness) and a wooden door (30"x84"). 4.5mm thickness of Hardiflex should be used and painted light gray. Materials and installation. E. Supply Room 142"x86"x1228" Drywall Partition with a wooden door (30"x84"). 4.5mm thickness of Hardiflex should be used and painted light gray. Materials and installation. Notes: 1. Amount should be VAT inclusive. 2. The Contractor should coordinate with the owner of the office space for the provision of the electrical outlets for each area. 3. All tools and equipments used in this Project are shouldered by the Contractor. 4. The Contractor is responsible for all waste use in this project. 5. All damaged glass partition must be replaced by the Contractor during the inspection by the signed inspector after completing the project. 6. It is the Contractor's responsibility to take extra precaution in implementing the project. 7. Duration of Work: 5 days 8. Warranty: Alignment Only (6 Months)	lot	1		
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

Date Conducted: _____

Printed Name over Signature

Tel. No./ Cellphone No. _____

E-mail Address: _____

Date: _____

DTN: 20210914091610

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 5 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 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;
7. PLEASE SUBMIT YOUR SEALED QUOTATION/S ADDRESSED DIRECTLY TO:

DEBORAH S. LEGASPI
Chairperson, MEC-FDA BIDS AND AWARDS COMMITTEE
FOOD AND DRUG ADMINISTRATION
3F Biosite Medical Instruments Bldg., 553 Mangga St., Juna Subd., Ecoland, Davao 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. TA ANTHONY D. EBREO TELEPHONE NUMBER (082) 322-6201 or email at tadebreo@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.

DTN: 20210914091610

Page 2 of RFQ No. NP-SVP(A)-2021-031-RFOX1