



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

REQUEST FOR QUOTATION

Date 13-Dec-2021
 Quotation No. NP-SPHG(A)-2021-0319-NLC

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 910,218.42**

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
INSECTICIDE, aerosol type, net content: 600ml min	Pc	4	433.33	
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	Pc	30	97.93	
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	Pc	70	481.67	
STAMP PAD INK, purple or violet, 50ml (min.)	Pc	4	31.00	
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	Pc	20	26.00	
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	Pc	20	18.67	
PAPER, Multi-Purpose (COPY) A4, 70 gsm	Pc	1800	160.50	
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	Pc	500	179.00	
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	Pc	15	138.25	
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	Pc	10	170.58	
TOILET TISSUE PAPER, 2-ply, 100% recycled	Pc	80	71.88	
BATTERY, dry cell, AA, 2 pieces per blister pack	Pc	20	44.67	
BATTERY, dry cell, AAA, 2 pieces per blister pack	Pc	20	46.67	
GLUE, all purpose, gross weight: 200 grams min	Pc	10	41.67	
STAPLE WIRE, for heavy duty staplers, (23/13)	Pc	50	37.25	
TAPE, ELECTRICAL, 18mm x 16M min	Pc	5	46.00	
TAPE, MASKING, width: 24mm (±1mm)	Pc	50	26.00	
TAPE, MASKING, width: 48mm (±1mm)	Pc	60	52.00	
TAPE, PACKAGING, width: 48mm (±1mm)	Pc	100	21.67	
TAPE, TRANSPARENT, width: 24mm (±1mm)	Pc	80	15.00	
TWINE, plastic, one (1) kilo per roll	Pc	8	89.33	
BROOM, soft (tambo)	Pc	10	147.50	
BROOM, STICK (TING-TING), usable length: 760mm min	Pc	15	40.00	
CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	Pc	20	172.00	
CLEANSER, SCOURING POWDER, 350g min./can	Pc	20	62.25	
DETERGENT BAR, 140 grams as packed	Pc	30	17.00	
DETERGENT POWDER, all purpose, 1kg	Pc	20	65.08	
DISINFECTANT SPRAY, aerosol type, 400-550 grams	Pc	30	470.00	
DUST PAN, non-rigid plastic, w/ detachable handle	Pc	30	123.33	
MOPHANDLE, heavy duty, aluminum, screw type	Pc	2	327.50	
MOPHEAD, made of rayon, weight: 400 grams min	Pc	4	106.67	
RAGS, all cotton, 32 pieces per kilogram min	Pc	35	120.00	

TRASHBAG, GPP specs, black, 940mmx1016mm	Pc	90	47.83	
WASTEBASKET, non-rigid plastic	Pc	5	247.50	
FACE SHIELD, direct splash protection	Pc	100	19.33	
KN95 FACE MASK	Pc	8,000	30.00	
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	Pc	60	11.47	
DATA FILE BOX, made of chipboard, with closed ends	Pc	450	131.67	
ENVELOPE, mailing, white, 70gsm	Pc	20	336.67	
ENVELOPE, mailing, white, with window	Pc	10	530.33	
FASTENER, METAL, 70mm between prongs	Pc	50	69.33	
FOLDER, FANCY, for A4 size documents	Pc	20	2.67	
FOLDER, FANCY, for legal size documents	Pc	20	3.00	
FOLDER, TAGBOARD, for legal size documents	Pc	20	378.33	
MARKER, PERMANENT, bullet type, black	Pc	20	19.33	
MARKER, PERMANENT, bullet type, blue	Pc	20	19.33	
PAPER CLIP, vinyl/plastic coat, length: 50mm min	Pc	10	15.33	
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	Pc	7	38.33	
DATING AND STAMPING MACHINE, heavy duty	Pc	4	858.33	
PENCIL SHARPENER, manual, single cutter head	Pc	5	417.67	
CALCULATOR, compact, 12 digits	Pc	15	315.00	
PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	Pc	4	7,816.67	
INK CART, EPSON C13T664100 (T6641), Black	Pc	35	258.33	
INK CART, EPSON C13T664200 (T6642), Cyan	Pc	22	273.33	
INK CART, EPSON C13T664300 (T6643), Magenta	Pc	20	273.33	
INK CART, EPSON C13T664400 (T6644), Yellow	Pc	20	273.33	
TONER CART, HP CB435A, Black	Pc	3	3,883.33	
TONER CART, HP CE285A (HP85A), Black	Pc	3	3,750.00	
PHILIPPINE NATIONAL FLAG, 100% polyester	Pc	4	262.50	
CHAIR, monobloc, white, with backrest, w/o armrest	Pc	10	465.00	
CLEARBOOK, 20 transparent pockets, for A4 size	Pc	20	36.33	
CLEARBOOK, 20 transparent pockets, for LEGAL size	Pc	50	39.33	
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	Pc	250	20.00	
WRAPPING PAPER, kraft, 65gsm (-5%)	Pc	5	182.50	
*** 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.