



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

REQUEST FOR QUOTATION

Date 17-Dec-2021
 Quotation No. NP-SPHG(A)-2021-0327-RFO-V

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**.

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

Name of Project: Procurement for the Office Supplies

Procurement Mode: NP-Shopping (52.1B)

Classification: Goods

Approved Budget for the Contract (ABC): PHP 99,000.00

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
Procurement for the Office Supplies				
Chair, swivel, junior executive	Pc	8	6,000.00	
Side table drawer, with ballcaster	Pc	2	4,000.00	
Self inking stamp	Pc	5	1,000.00	
Ballpen, Blue Retractable	Pc	100	50.00	
Clipboard	Pc	15	100.00	
Magnifying lens	Pc	15	100.00	
Transparent plastic envelope, long expanding	Pc	500	50.00	
Water dispenser, Hot and Cold	Pc	1	5,000.00	
** 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: _____

 Name of Canvasser & Position Title

Tel. No./ Cellphone No. _____
 E-mail Address: _____
 Date: _____

Date Conducted: _____

DTN: 20210218111111

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. CARMEL A. ALFONSO** TELEPHONE or email at caalfonso@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.