


REQUEST FOR QUOTATION

Date 29-Mar-2022
Quotation No. NP-SVP(A)-2022-004-RFO8

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 **the Philgeps Closing Date and Time.**


MARY MAE L. JUNTILLA
Chairperson, VC-Bids and Awards Committee

Name of Project: Procurement of Office Furnitures & Fixtures
for VC - RFO VIII

Procurement Mode: NP-Small Value Procurement (A)

Classification: Goods

Approved Budget for the Contract (ABC): PHP 167,400.00

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
ONE (1) LOT PROCUREMENT OF OFFICE FURNITURE & FIXTURES FOR RFO VIII				
Steel Drawer Cabinet Specs: - 3 layers - mobile	units	9 ✓		
Steel Open Cabinet Specs: - 5 layers - steel rack shelves	units	6 ✓		
Computer Table	units	2 ✓		
Office Table Specs: - 3 side drawer - 1 center drawer - 1 side cabinet - black color	units	5 ✓		
Office Chair Specs: - black - 360 degrees swivel function - adjustable height	units	5 ✓		

nothing follows				
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: **20220318144828**

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 SIXTY (60) CALENDAR DAYS;**
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 ONE HUNDRED EIGHTY (180) CALENDAR DAYS;**
5. PHILGEPS REGISTRATION, MAYOR'S/BUSINESS PERMIT AND OMNIBUS SWORN STATEMENT SHALL BE ATTACHED UPON SUBMISSION OF THIS QUOTATION.
6. BIDDERS MAY SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED, IF APPLICABLE;
7. PLEASE QUOTE YOUR GOVERNMENT PRICE(S) INCLUDING VAT OR OTHER APPLICABLE TAXES AND OTHER INCIDENTAL EXPENSES FOR THE TERMS LISTED/ATTACHED;
8. PLEASE SUBMIT YOUR SEALED QUOTATION/S ADDRESSED DIRECTLY TO:

MARY MAE L. JUNTILLA

FDA, VC - BIDS AND AWARDS COMMITTEE

ATTENTION: **MS. PINKY A. BANTANOS**

(EMAIL ADD: pabantanos@fda.gov.ph)

FDA - REGIONAL FIELD OFFICE VIII,

PHCCI Bldg. cor. Real Sagkahan Tacloban City

DEADLINE OF SUBMISSION OF QUOTATION/S WILL BE BASED ON THE CLOSING DATE AND TIME OF PHILGEPS;

9. LATE BIDS SHALL NOT BE ACCEPTED;

10. FOR OTHER INQUIRIES/CONCERNS ABOUT THE ITEMS, PLEASE CONTACT **MS. PINKY A. BANTANOS AT TELEPHONE NUMBERS (053) 888-1806/ 0942-3816903** OR LETTER THROUGH EMAIL ADDRESS MENTIONED ABOVE;

11. 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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