

REQUEST FOR QUOTATION

Date 9-Mar-2022
Quotation No. NP-SHPG(A)-2022-001-VC

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**.


ENGR. MARY MAE L. JUNTILLA
Chairperson, BAC for Visayas Cluster

Name of Project: Procurement of Common Supplies for Visayas Cluster (RFO 6, 7, 8 & REU)

Procurement Mode: NP-Shopping (Sec 52.1B)

Classification: Goods

Approved Budget for the Contract (ABC): PHP 175,435.20

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	ABC/COST per UNIT	TOTAL PRICE OFFERED
Procurement of Common Supplies for Visayas Cluster				
STAMP PAD INK, purple or violet, 50ml (min.)	bot	1	24.63	
ACETATE, thickness: 0.075mm min (gauge #3)	bot	1	847.82	
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pack	60	35.00	
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pack	60	56.06	
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	85	185.00	
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	40	90.00	
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	40	130.00	
GLUE, all purpose, gross weight: 200 grams min	jar	26	77.00	
STAPLE WIRE, STANDARD, (26/6)	box	52	35.00	
TAPE, ELECTRICAL, 18mm x 16M min	roll	5	50.00	
TAPE, PACKAGING, width: 48mm (±1mm)	roll	108	40.00	
TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	94	25.00	
TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	70	35.00	
RULER, plastic, 450mm (18"), width: 38mm min	piece	13	20.00	
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	20	15.00	
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	20	65.00	
DATA FILE BOX, made of chipboard, with closed ends	piece	25	150.00	
DATA FOLDER, made of chipboard, taglia lock	piece	25	85.00	
ENVELOPE, DOCUMENTARY, for A4 size document	pack	22	650.00	
ENVELOPE, DOCUMENTARY, for legal size document	pack	22	520.00	

ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	48	50.00	
ENVELOPE, mailing, white, 70gsm	box	5	500.00	
FILE ORGANIZER, expanding, plastic, 12 pockets	piece	10	105.00	
FOLDER, FANCY, for A4 size documents	pack	6	450.00	
FOLDER, FANCY, for legal size documents	pack	15	450.00	
MARKER, FLUORESCENT, 3 assorted colors per set	set	15	90.00	
MARKER, whiteboard, red, felt tip, bullet type	piece	5	15.00	
MARKER, PERMANENT, bullet type, black	piece	35	15.00	
MARKER, PERMANENT, bullet type, blue	piece	35	15.00	
PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	40	15.00	
PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	70	20.00	
PENCIL, lead, w/ eraser, wood cased, hardness: HB	piece	5	20.79	
RUBBER BAND, 70mm min lay flat length (#18)	box	18	75.00	
DATING AND STAMPING MACHINE, heavy duty	piece	2	650.00	
PUNCHER, paper, heavy duty, with two hole guide	piece	6	150.00	
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	6	90.00	
CLEARBOOK, 20 transparent pockets, for A4 size	piece	15	50.00	
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	15	65.00	
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	1018	50.00	
Ballpen, blue	piece	170	15.00	
Carbon Film, Blue	piece	8	1,000.00	
Clipboard for long size	pack	15	55.00	
Envelope, plastic, expanding	piece	30	50.00	
Fastener, Plastic Coated	box	60	40.00	
Folder with tab, legal, colored	pack	4	400.00	
BATTERY, dry cell, AA, 2 pieces per blister pack	pack	24	95.00	
LED LINEAR TUBE, 18 WATTS FRO SERIES	pack	10	205.82	
Note: 1. Submission of partial bids or line item bids are allowed in this procurement. 2. Awarding of Single/Lowest Calculated Responsive Bid will be determined for each line item. 3. The remaining item/s that may not awarded under this procurement be subject to re-procurement. 4. Must be delivered to FDA-Cebu City Office at no cost to them.				
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: _____

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 THIRTY (30) CALENDAR DAYS UPON 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 SIXTY (60) CALENDAR DAYS;**
5. **PHILGEPS REGISTRATION AND MAYOR'S/BUSINESS PERMIT** 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:

ENGR. MARY MAE L. JUNTILLA
Chairperson, FDA-BIDS AND AWARDS COMMITTEE FOR VISAYAS CLUSTER
FDA - Visayas Cluster
One Central Hotel and Suites Corp.
Leon Kilat St., Cor. Sanciango St., Pahina Central 6000 Cebu 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. JANET R. COYOCA AT TELEPHONE NUMBERS (032) 262-0996 / 0922-9216782** 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.

DTN: 20220309113550

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