

Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

## REQUEST FOR QUOTATION

Date 22-Jul-2022  
 Quotation No. NP-SHPG(A)-2022-006-VC

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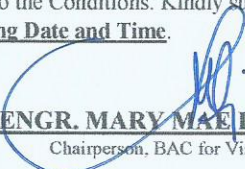


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Please quote your lowest price on the item/s listed below, subject to the Conditions. Kindly submit your quotation duly signed by you or your representative not later than the **PhilGEPS Closing Date and Time**.

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

Name of Project: Procurement of Common Office 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 62,561.00

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	ABC per UNIT	TOTAL PRICE OFFERED
<b>Procurement of Common Office Supplies for Visayas Cluster</b>				
Note Pad, stick on, 76mm x 100mm (3" x 4") min	pad	20	65.21	
Record Book, 300 Pages, size: 214mm x 278mm min	book	20	77.79	
Record Book, 500 Pages, size: 214mm x 278mm min	book	20	112.11	
Battery, dry Cell, size AA	pack	12	39.93	
Glue, all purpose	jar	10	78.65	
Tape, packaging, 48mm	roll	30	24.60	
Mouse, Wireless, USB	piece	5	169.40	
Clip, backfold, 50mm	box	20	60.06	
Data File Box	piece	75	84.92	
Data Folder	piece	55	75.50	
Envelope, Documentary, for legal size document	box	5	1,019.88	
Envelope, expanding, kraft, legal	box	6	812.24	
File Organizer, expanding, plastic, legal	piece	10	94.64	
Folder, fancy, A4	bundle	6	297.44	

Folder, fancy, legal	bundle	30	343.07
Marker, whiteboard, blue	piece	40	14.72
Marker, permanent, black, bullet type	piece	40	9.88
Marker, permanent, blue, bullet type	piece	40	9.88
Paper Clip, vinyl/plastic coated, 50mm	box	30	15.16
Puncher, paper, heavy duty	piece	5	165.88
Stapler, standard type	piece	6	154.44
Philippine National Flag	piece	1	313.32
Clearbook, 20 Transparent pockets, A4	piece	30	40.74
Clearbook, 20 Transparent pockets, Legal	piece	30	42.25
Ballpen, blue	piece	100	16.50
Carbon Film, legal, blue color	box	5	275.00
Envelope, plastic, expanding	piece	30	55.00
Fastener, Plastic Coated	box	30	44.00
Legal, window envelope	box	10	715.00
Staple Wire for heavy duty stapler, 23/13	box	10	55.00
<b>Note:</b> 1. Submission of alternative bids are NOT allowed in this procurement. Thus, <b>Supplier shall only provide one (1) price quotation per line item.</b> 2. This procurement allows submission of partial bids or line item bids. 3. Awarding of Lowest Calculated Responsive Bid will be determined for each line item with complete quotation. 4. The remaining item/s that may not awarded under this procurement be subject to re-procurement. 5. Must be delivered at no cost to FDA-Cebu City Office.			
**nothing follows**			
<b>GRAND TOTAL</b>			

Delivery Period:

*(within 30 Calendar Days upon receipt of PO)*

\*Warranty:

*(min. of 3months for expendables & min. of 1yr for non-expendables)*

Price Validity:

*(60 Calendar Days from submission of quotation)*

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 MINIMUM OF THREE (3) MONTHS FOR EXPENDABLE SUPPLIES OR A MINIMUM PERIOD OF ONE (1) YEAR FOR NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES;
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 AND MS. MA. SALOME R. LARGO AT TELEPHONE NUMBERS (032) 262-0996 / 0922-9216782 OR LETTER THROUGH EMAIL ADDRESS [jrcoyoca@fda.gov.ph](mailto:jrcoyoca@fda.gov.ph) and [msrlargo@fda.gov.ph](mailto:msrlargo@fda.gov.ph);
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: 20220722082303**