

REQUEST FOR QUOTATION

Date 14-Sep-2022
Quotation No. NP-SVP(A)-2022-012

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 **30 September 2022**.

Virginia P. Timbol
VIRGINIA P. TIMBOL, RPh.
Chairperson, North Luzon Cluster Bids and Awards Committee

Name of Project:

NLC Various Office Supplies

Procurement Mode:

NP-Small Value Procurement (A)

Classification:

Goods

Approved Budget for the Contract (ABC):

Php 106,937.80

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
Plastic Envelop Expanding (with button, clear, long)	pc	900		
Fastener, Plastic by	pc	55		
Folder Expanding Long	pc	150		
Carbon paper, Blue	box	4		
Bubble wrap (roll)	roll	1		
White board marker with eraser	pc	20		
Double sided adhesive foam tape	pc	20		
Dater trodat, self-inking	pc	4		
Plastic long envelop with handle	pc	100		
Brown Envelope, Legal size (normal) pack by 25's	pack	25		
Colored Paper, Legal size, packed by 50's, navy blue or dark blue	pack	10		
Colored Paper, Legal size, packed by 50's, green	pack	10		
Colored Paper, Legal size, packed by 50's, light blue	pack	10		
Colored Paper, Legal size, packed by 50's, red	pack	10		
Colored Paper, Legal size, packed by 50's, brown	pack	10		
Big plastic storage boxes 70 liters	pc	8		
Folder, Tagboard, for legal size documents	pc	30		
Plastic cover	pc	10		
Paper Cutter Wood	pc	3		
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.

Canvassed By: _____

Name of Canvasser & Position Title

Date Conducted: _____

Printed Name over Signature

Tel. No./ Cellphone No. _____

E-mail Address: _____

Date: _____

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:

Virginia P. Timbol, RPh.
Chairperson, FDA-NLC BIDS AND AWARDS COMMITTEE
FOOD AND DRUG ADMINISTRATION
PRIMUS MEDICUS BLDG. Mc ARTHUR HIGHWAY, CITY OF SAN FERNANDO, PAMPANGA

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

8. LATE BIDS SHALL NOT BE ACCEPTED;

Page 2 of RFQ No. NP-SVP(A)-2022-012

0