



Food and Drug Administration
PHILIPPINES
Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

REQUEST FOR QUOTATION

Date 29-Sep-2022
Quotation No. NP-SVP(A)-2022-0152-CFRR

Please quote your lowest price per 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**.

Ana Trinidad F. Rivera
ENGR. ANA TRINIDAD F. RIVERA, MSc
Chairperson, FDA-BAC

Name of Project:

Procurement for the Planner and Tote Bag

Procurement Mode: NP-Small Value Procurement (A)
Classification: Goods
Approved Budget for the Contract (ABC): PHP 150,000.00

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
Procurement for the Planner and Tote Bag				
Notebook-Type Planner for Food Safety Week Celebration Specification/Inclusions: > 2023 Notebook-type Planner Size: 5 inches x 8 inches Cover: Hardbound with Matte Lamination Insert: Stock Bond 70 Number of pages: 210 pages Colored: 18 pages One Color: 130 Pages With Blue and/or White orange Ribbon/Bookmark with CY 2023 and CY 2024 Calendar (See attached technical specification)	Pcs	250	350.00	
Printed Tote Bags for Food Safety Week Celebration 2022 Specifications/Inclusions: > Materials 100% Natural 6oz Cotton Fibre Commercial Cloth (Accent) Dimensions Body 13.25 inches H x 16.375 inches L x 2.5 Inches D Handle: 23.5 inches Colorway Handle and Body accent - Black Print Design - Multi-colored (See attached technical specification)	Pcs	250	250.00	
> Send Bill Arrangement > Rates are inclusive of government taxes > Partial Quote/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:

Tel. No./ Cellphone No. _____

E-mail Address: _____

Date: _____

Name of Canvasser & Position Title

Date Conducted: _____

DTN: 20220830102633
20220830102818

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 OF SERVICES SHALL BE DONE WITHIN THIRTY (30) CALENDAR DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER (P.O.);

3. WARRANTY SHALL BE FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES;

4. PRICE VALIDITY SHALL BE SIXTY (60) 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:

ENGR. ANA TRINIDAD F. RIVERA, MSc
Chairperson, BIDS AND AWARDS COMMITTEE
FOOD AND DRUG ADMINISTRATION
CIVIC DRIVE FILINVEST, ALABANG, MUNTINLUPA CITY

c/o MARIA ESSA C. TUASON
Head Secretariat, FDA-BIDS AND AWARDS COMMITTEE
or email at: bacsec@fda.gov.ph

DEADLINE OF SUBMISSION OF QUOTATION/S WILL BE BASED ON THE Philgeps Closing Date.

8. LATE BIDS SHALL NOT BE ACCEPTED;

9. FOR OTHER INQUIRIES/ CONCERNS ABOUT THE ITEMS, PLEASE CONTACT JOHN CARLO R. CERVANTES email address: jrcervantes@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.

11. **WARRANTY (Section 62 of the Revised IRR of RA 9184):** FOR THE PROCUREMENT OF GOODS, IN ORDER TO ASSURE THAT MANUFACTURING DEFECTS SHALL BE CORRECTED BY THE SUPPLIER, A WARRANTY SECURITY SHALL BE REQUIRED FROM THE CONTRACT AWARDEE FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES. THE OBLIGATION FOR THE WARRANTY SHALL BE COVERED BY EITHER RETENTION MONEY IN AN AMOUNT EQUIVALENT TO AT LEAST ONE PERCENT (1%) BUT NOT TO EXCEED FIVE PERCENT (5%) OF EVERY PROGRESS PAYMENT, OR A SPECIAL BANK GUARANTEE EQUIVALENT TO AT LEAST ONE PERCENT (1%) BUT NOT TO EXCEED FIVE PERCENT (5%) OF THE TOTAL CONTRACT PRICE. THE SAID AMOUNTS SHALL ONLY BE RELEASED AFTER THE LAPSE OF WARRANTY PERIOD OR, IN THE CASE OF EXPENDABLE SUPPLIES, AFTER CONSUMPTION THEREOF; PROVIDED, HOWEVER, THAT THE SUPPLIES DELIVERED ARE FREE FROM PATENT AND LATENT DEFECTS AND ALL THE CONDITIONS IMPOSED UNDER THE CONTRACT HAVE BEEN FULLY MET.

12. **LIQUIDATED DAMAGES (Section 68 of the Revised IRR of RA 9184):** ALL CONTRACTS EXECUTED IN ACCORDANCE WITH THE ACT AND THIS IRR SHALL CONTAIN A PROVISION ON LIQUIDATED DAMAGES WHICH SHALL BE PAYABLE BY THE CONTRACTOR IN CASE OF BREACH THEREOF. FOR THE PROCUREMENT OF GOODS, INFRASTRUCTURE PROJECTS AND CONSULTING SERVICES, THE AMOUNT OF THE LIQUIDATED DAMAGES SHALL BE AT LEAST EQUAL TO ONE-TENTH OF ONE PERCENT (0.001) OF THE COST OF THE UNPERFORMED PORTION FOR EVERY DAYS OF DELAY. ONCE THE CUMULATIVE AMOUNT OF LIQUIDATED DAMAGES REACHES TEN PERCENT (10%) OF THE AMOUNT OF THE CONTRACT, THE PROCURING ENTITY MAY RESCIND OR TERMINATE THE CONTRACT, WITHOUT PREJUDICE TO OTHER COURSES OF ACTION AND REMEDIES AVAILABLE UNDER THE CIRCUMSTANCES.

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