

## REQUEST FOR QUOTATION

Date 26-Oct-2022  
Quotation No. NP-SVP(A)-2022-017

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 **07 November 2022**.



**VIRGINIA P. TIMBOL, RPh, MHcA**  
Chairperson, North Luzon Cluster Bids and Awards Committee

Name of Project:

**Various Office Supplies for FDA-NLC**

Procurement Mode:

**NP-Small Value Procurement (A)**

Classification:

**Goods**

Approved Budget for the Contract (ABC):

**Php 183,221.25**

ITEM DESCRIPTION/SPECIFICATION	UNIT	QTY.	COST PER ITEM	TOTAL PRICE OFFERED
Insecticide, aerosol type +C18C18:N60	can	21		
LIQUID HAND SANITIZER, 500mL	bottle	15		
ALCOHOL, Ethyl, 68% - 72%, 500mL	bottle	15		
ALCOHOL, Isopropyl, 68% - 72%, 500mL (-5mL)	bottle	30		
INK, for stamp pad	bottle	6		
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	10		
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	9		
PAPER, parchment	box	2		
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	10		
BATTERY, dry Cell, size AA	pack	26		
BATTERY, dry Cell, size AAA	pack	10		
GLUE, all purpose	box	15		
STAPLE WIRE, heavy duty, binder type, 23/13	box	58		
TAPE, electrical	roll	51		
TAPE, MASKING, 48mm	roll	10		
TAPE, packaging, 48mm	roll	40		
TAPE, transparent, 24mm	roll	30		
ELECTRIC FAN, industrial, ground type	unit	3		
ELECTRIC FAN, stand type	unit	7		
BROOM, soft, tambo	piece	10		
BROOM, stick, tingting	piece	6		
CLEANER, toilet and urinal	bottle	10		
CLEANER, scouring powder	can	39		
DETERGENT BAR, 140g	piece	5		
DETERGENT POWDER, all purpose 1Kg	pack	18		
DUST PAN, non-rigid plastic	piece	7		
LIQUID HAND SOAP, 500mL	bottle	15		
MOP BUCKET, heavy duty, hard plastic	unit	1		
RAGS, all cotton	bundle	11		
SCOURING PAD	pack	10		
EXTERNAL DRIVE, 1TB	piece	5		
MOUSE, WIRELESS, USB	unit	5		
DATA FILE BOX	box	105		
DATA FOLDER	box	5		

ENVELOPE, DOCUMENTARY, for legal size document	box	2		
ENVELOPE, expanding, plastic	piece	50		
FOLDER, fancy, with slide, legal	bundle	12		
FOLDER, fancy, with slide, A4	bundle	3		
FOLDER, fancy, with tab, legal	pack	20		
MAGAZINE FILE BOX, large	piece	5		
MARKER, permanent, black, bullet type	piece	25		
MARKER, permanent, blue, bullet type	piece	40		
PAPER CLIP, vinyl/plastic coated, 50mm	box	53		
RUBBER BAND, No. 18	box	10		
CUTTER/UTILITY KNIFE, for general purpose	piece	5		
DATING AND STAMPING MACHINE	piece	4		
PUNCHER, paper, heavy duty	piece	12		
STAPLE REMOVER, plier type	piece	10		
TONER CART, HP CB435A, BLACK	cart	4		
TONER CART, HP CE310A, BLACK	cart	1		
FIRE EXTINGUISHER, dry chemical	unit	2		
WRAPPING PAPER, kraft	piece	11		
KN95 FACE MASK	piece	800		
SURGICAL MASK, 3PLY	piece	600		
<b>ALL GOODS MUST BE DELIVERED TO REGIONS 1,2,3 AND CAR</b>				
<b>GRAND TOTAL:</b>				

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

\_\_\_\_\_  
 Printed Name over Signature

Tel. No./ Cellphone No. \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Date: \_\_\_\_\_

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 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. **ALL GOODS MUST BE DELIVERED TO REGIONS 1,2,3 AND CAR**
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:

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.

9. LATE BIDS SHALL NOT BE ACCEPTED.

10. FOR OTHER INQUIRIES/CONCERNS ABOUT THE ITEMS, PLEASE CONTACT MR. Mark Lester M. Lasam TELEPHONE NUMBER (045)-649-4341 or email at [nlc-bac@fda.gov.ph](mailto:nlc-bac@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.

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