

REQUEST FOR QUOTATION

Date 12-Oct-2023
Quotation No. NP-SVP(A)-2023-0218-CDRR
221

Please quote your best and lowest proposal 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**.

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

Name of Project:

Procurement of Corporate Giveaways to be used during the culminating event of the 2023 National Consciousness Week Against Counterfeit Medicine celebration to be held on November 24, 2023

Procurement Mode: NP-Small Value Procurement (A)
Classification: Goods
Approved Budget for the Contract (ABC): PHP 925,070.91

MINIMUM TECHNICAL SPECIFICATION	UNIT	QTY.	COST PER ITEM	Statement of Compliance (COMPLY" or "NOT COMPLY")
Procurement of Corporate Giveaways to be used during the culminating event of the 2023 National Consciousness Week Against Counterfeit Medicine celebration to be held on November 24, 2023				
1. Ballpen (with NCWACM Logo)-PER LINE ITEM "Tri-color Ballpen with UV Printed Logo with rubber finger guard."	UNIT	802		
2. Keychain (with NCWACM Logo)-PER LINE ITEM "Material : Rubber Silicon Molded Painted Approx 3 inches NCWACM Design (see attached)"	UNIT	802		
3. Notebook (with NCWACM Logo)-PER LINE ITEM "Size: Standard A5 ✓ Hard Cover ✓ 80 leaves 160pages ✓ Ruled ✓ Rounded corners ✓ Elastic closure ✓ Matching bookmark ribbon ✓ Acid-free, ivory-colored paper ✓ Lies flat, opens at 180° ✓ Size: approx 212mm x 145mm Can be personalized by full color UV printing on the front cover and/or 1st page the maximum area size of the logo should not exceed 9 square inches logo can be placed in any location on the cover (allow 0.5 inches margin from the edges)"	UNIT	856		
4. Canvas Bag (with NCWACM Logo)-PER LINE ITEM "Material: Canvas Fabric / Ecofab Black Size : LARGE: 12x14x3 inches Zipper Enclosure	UNIT	927		

<p>5. Planner-PER LINE ITEM "Size: Standard A5</p> <p>✓ Hard Bind ✓ 80 to 100 leaves ✓ Book 70 (insert) ✓ Offset 1/1 customized ✓ Bookmark ribbon ✓ Lies flat, opens at 180° ✓ Size: approx 212mm x 145mm ✓ Cover PB#30 wrap with C2S 120 4/0 offset print with Matte Lamination"</p>	UNIT	100		
<p>6. Poster-PER LINE ITEM "Size: 17 x 24 inches Stock: C2S 180 Number of Leaves: 1 leaves Process: Offset 4/0 Finishing: UV laminated one side"</p>	UNIT	500		
<p>7. DESK CALENDAR-PER LINE ITEM "Size: 10.5x 7 inches Stock: C2S 180 (leaves) PB #30 wrapped with matte laminated plain white paper (Base) Number of Leaves: 7 leaves Process: Offset 4/4 Binding double loop wire Finishing: UV laminated two sides"</p>	UNIT	1227		
<p>8. Custom 3-fold Umbrella -PER LINE ITEM "Specifications Umbrella Size: 21 inches Material: Black Thick Fiber Ribs Waterproof with Silver UV Protect Backing Handle: Black Rod, Auto-open and Auto-close Logo Printing: 1 color logo"</p>	UNIT	738		
<p>Note: Supplier to submit sample with NCWACM printed designs along with their quotations on or before the closing date of posting at philgeps for Item No. 1 - 8 Price Validity: At least 60 days Delivery period: at least 1 week before November 20, 2023</p>				
<p>9. Polo Shirt "Specs: Material: Honeycomb (Lacoste-type) Color: Tri-color combination (white, orange and black) See design for reference Logos: Embroidered FDA Logo (left chest) approx 3" x 2" Embroidered NCWACM (back or right sleeve) approx 8" x 2" Black cuff and collar</p> <p>Features: with buttons at the front opening (minimum two) Regular fit Short Sleeves Inner placket"</p> <p>Note:</p>	UNIT	76		
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: 20230905150640

NOTE /INSTRUCTION TO THE INTERESTED BIDDERS:

1. ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY HANDWRITTEN. THE USE OF THIS RFQ IS HIGHLY ENCOURAGED TO MINIMIZE ERRORS OR OMISSION OF THE REQUIRED MANDATORY PROVISIONS. INTERESTED 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: **13 NOVEMBER 2023**

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 (Not Applicable for Lease of Venue and Rental of Vehicles)

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. Interested Bidders/Suppliers not directly invited may participate. The duly accomplished RFQ with their Proposal shall be submitted on or before the deadline for submission of the proposal or any extension thereof. The following supporting documents for the PROJECT SHALL also be submitted during submission of the proposal/offers:

1. Valid Mayor's Permit for the 2023; 2. Valid PhilGEPS Registration Number or (Platinum depends); 3. Valid ITR, Received and Stamp OR ELECTRONICALLY SUBMITTED; 4. OTHER'S PE'S REQUIREMENTS---

8. PLEASE SUBMIT YOUR BEST QUOTATION/S OR VIA EMAIL 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 ATTY. ALBERTITO C. GARCIA
Head Secretariat, FDA-CENTRALIZED BIDS AND AWARDS COMMITTEE
or email at: bacsec@fda.gov.ph

DEADLINE OF SUBMISSION OF QUOTATION/S WILL BE ON: (PHILGEPS CLOSING DATE)

9. LATE BIDS SHALL NOT BE ACCEPTED;

10. FOR OTHER INQUIRIES/ CONCERNS ABOUT THE ITEMS, PLEASE CONTACT BAC SEC at bacsec@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.

12. 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 AWARDER 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

DTN: 20230905150640

NP-SVP(A)-2023-0218-CDRR