



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

REQUEST FOR QUOTATION

Date 1-Dec-2023
Quotation No. NP-SVP(A)-2023-0292-ICTMD-REPOST

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 05 December 2023, 5:00 PM.

ENGR. ANA TRINIDAD F. RIVERA, MSc
Chairperson, FDA-CenBAC

Name of Project:

Procurement for Service Provider of 12 Months Subscription for the Transactional Email Client Notification of FDA's Online Applications

Procurement Mode:

NP-Small Value Procurement (A)

Classification:

Goods

Approved Budget for the Contract (ABC):

PhP483,306.31

Table with 5 columns: MINIMUM TECHNICAL SPECIFICATION, UNIT, QTY., COST PER ITEM, Statement of Compliance (COMPLY" or "NOT COMPLY").

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: 20231009161620

NOTE /INSTRUCTIONS 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 ITEMS SHALL BE: **ON THE DATE STATED IN THIS RFQ.**
 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 UPON RECEIPT;
 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. Income/Business Tax Return (for ABCs above 500k); 4. Omnibus Sworn Statement (for ABCs above 50k)
 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: **05 December 2023, 5:00 PM.**
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 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