



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

**REQUEST FOR QUOTATION**

Date 1-Dec-2023  
Quotation No. NP-SVP(A)-2023-0299-PPS

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 **11 December 2023, 5:00 PM.**

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

Name of Project:

**Procurement for the Supply and Delivery of Various FDA Academy Collaterals which will be given as Tokens/Giveaways for the Resource Speakers and promotion of the FDA Academy Training/Seminar Activities for CY 2023**

Procurement Mode: NP-Small Value Procurement (A)  
Classification: Goods  
Approved Budget for the Contract (ABC): PhP516,549.00

MINIMUM TECHNICAL SPECIFICATION	UNIT	QTY.	COST PER ITEM	Statement of Compliance (COMPLY" or "NOT COMPLY")
<b>Procurement for the Supply and Delivery of Various FDA Academy Collaterals which will be given as Tokens/Giveaways for the Resource Speakers and promotion of the FDA Academy Training/Seminar Activities for CY 2023</b>  <b>Line Item</b>				
<b>Customized Tote Bag</b> Specifications: Customized Tote Bag with Pocket and with FDA and Bagong Pilipinas Logo (with zipper) Material: Polyester Color: Cream and charcoal gray Lining Material: Nylon or any water repellent Bag size: Height-11.8 inches x Length 15.7 inches x Width 3 inches Closure type: Nylon Zipper With Printed FDA and Bagong Pilipinas Logo on the outside pocket Pocket outside color: Charcoal Gray (see attached sample color) Pocket Size: Height-5.7 inches x Length 14.4 inches FDA and Bagong Pilipinas Logo: Size: Height 1.5 inches x Length 5.5 inches (see attached sample) Handle Material: Padded Color (see attached sample) Handle Size: 23.6 inches Handle Color: Charcoal Gray	Pieces	300		
<b>Customized Laptop Sleeve Case</b> Specifications: Material: Neoprene Foam Padded (Slim design) Color: Black Lining Material: Soft inner foam Fabric (waterproof and shockproof internal structure) Case Size: Height-10.6 inches x Length-14.2 inches x Width-1.2 inches Closure Type: Half Zipper Design (Double Zipper) With printed FDA and Bagong Pilipinas Logo Logo Size: Height-1.5 inches x Length-5.5 inches	Piece	300		

<p><b>Customized Polo Shirt with FDA and Bagong Pilipinas Logo (Embroider)</b>  <b>Specifications:</b>  Collared polo shirt with FDA logo (Front) and Bagong Pilipinas (Back) embroidered  Fabric: Honeycombed Cotton  FDA Logo Size: Height-1 inch x Length-2.5 inches  Bagong Pilipinas Logo Size (back): Diameter-2.5 inches (proportion)  Color Navy Blue  Design: Collar and Sleeves-Navy Blue, Light Blue and White Stripes  Sizes: Small, Medium, Large, XL, XXL, XXXL  Breakdown of Sizes:  S-50  M-75  L-100  XL-35  XXL-20  XXXL-20</p>	Piece	300	
<p><b>Other Requirements:</b>  1. Submit a sample for the tote bag made of fabric (polyester) upon submission of the quotation.  2. Submit a sample for the laptop sleeve case made of neoprenen foam padded upon submission of the quotation.  3. Submit a sample for the polo shirt made of fabric upon submission of the quotation.  4. Delivery Term-within 30 calendar days upon receipt of P.O.  5. Warranty-within 60 calendar days after inspection and acceptance.</p>			
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

Printed Name over Signature \_\_\_\_\_  
Tel. No./ Cellphone No. \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date: \_\_\_\_\_

Date Conducted: \_\_\_\_\_

DTN: 20231006114637

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: **THIRTY (30) CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER at FDA ALABANG.**

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. 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: **11 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.

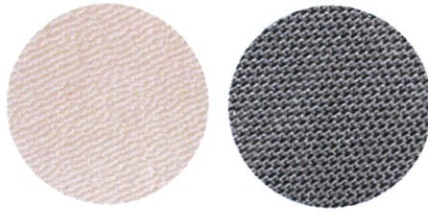
12. WARRANTY (Section 62 of the Revised IRR of RA 9184): FOR THE PROCUREMENT OF GOODS, IN ORDER TO ASSURE THAT MANUFACTURING DEFECTS SHALL BE CORRECTED BY THE SUPPLIER, A WARRANTY SECURITY SHALL BE REQUIRED FROM THE CONTRACT AWARDEE FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE 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 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

**CUSTOMIZED TOTE BAG WITH POCKET AND WITH  
FDA AND BAGONG PILIPINAS LOGO (with Zipper)**

Color: Cream & Charcoal Gray

Material: Polyester



**ZIPPER**

Handle- 60cm(23.6inches)

Height- 30cm (11.8inches)

Pocket Height- 14.5cm (5.7inches)

27cm (10.6inches)

22cm (8.6inches)

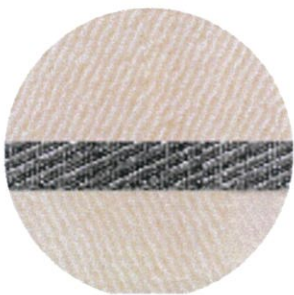
4cm (1.5inches)

4cm- 1.5 inches

Width- 7.5cm (3inches)

Pocket Length- 39cm (15.7inches)

Length- 40cm (15.7inches)



Lining- .5cm

Logo Height- 3cm (1.5inches)



Logo Length- 14cm (5.5inches)

**CUSTOMIZED TOTE BAG WITH POCKET AND WITH FDA AND BAGONG  
PILIPINAS LOGO (with Zipper)**

**Specifications:**

**Material:** Polyester

**Color:** Cream and Charcoal Gray

**Lining Material:** Nylon or any water repellent

**Bag Size:** Height- 11.8inches x Length-15.7inches x Width-3inches

**Closure Type:** Nylon Zipper

**With Printed FDA and Bagong Pilipinas Logo on the outside Pocket**

**Pocket outside color-** Charcoal Gray (see attached sample color)

**Pocket Size:** Height- 5.7inches x Length- 14.4inches

**FDA and Bagong Pilipinas Logo Size:** Height- 1.5inches x Length- 5.5 inches

**Handle Material:** Padded Color (see attached sample)

**Handle Size:** 23.6inches

**Handle Color:** Charcoal Gray

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**CUSTOMIZED LAPTOP  
SLEEVE CASE**



## **Specifications:**

**Material:** Neoprene Foam Padded (Slim Design)

**Color:** Black

**Lining Material:** Soft Inner Foam Fabric (Waterproof and shockproof Internal structure)

**Case Size:** Height: 10.6inches x Length: 14.2inches x Width- 1.2inches

**Closure Type:** Half Zipper Design (Double Zipper)

**With Printed FDA and Bagong Pilipinas Logo Size:** Height- 1.5 inches x Length- 5.5 inches

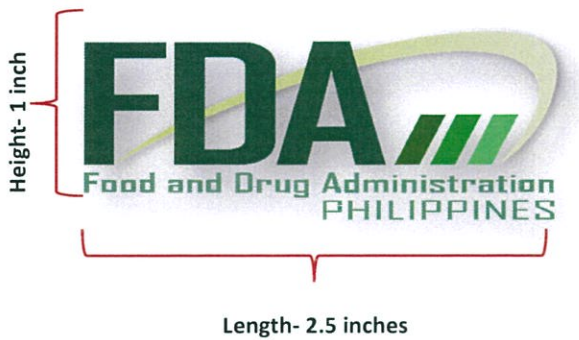
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**CUSTOMIZED POLO SHIRT**  
**WITH FDA AND BAGONG PILIPINAS LOGO**



**FDA LOGO (Front)**

**Bagong Pilipinas LOGO (Back)**



**Specifications:**

Collared Polo Shirt with FDA logo (**Front**) and Bagong Pilipinas (**Back**)- Embroidered

**Fabric:** HONEYCOMBED Cotton

**FDA Logo Size (Front):** Height-1 inch x Length- 2.5 inches

**Bagong Pilipinas Logo Size (Back):** Diameter- 2.5inches (Proportion)

**Color:** Navy Blue

**Design:** Collar and Sleeves- Navy Blue, Light Blue and White stripes

**Sizes:** Small, Medium, Large, XL, XXL, XXXL

**Breakdown of Sizes:**

**Quantity:**

S -50	XL - 35
M -75	XXL - 20
L - 100	XXXL - 20

*Handwritten signature*