



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

## REQUEST FOR QUOTATION

Date 5-Dec-2023  
 Quotation No. NP-SVP(A)-2023-0308-AFS

---



---



---



---

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.**

cop

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

Name of Project:

**Procurement for the Common Office Supplies and Consumables**

Procurement Mode: NP-Small Value Procurement (A)  
 Classification: Goods  
 Approved Budget for the Contract (ABC): PHP 738,548.56

MINIMUM TECHNICAL SPECIFICATION	UNIT	QTY.	COST PER ITEM	Statement of Compliance (COMPLY" or "NOT COMPLY")
Procurement for the Common Office Supplies and Consumables				
ALCOHOL, Ethyl, 500 mL	Bottle	541		
ALCOHOL, Ethyl, 1 Gallon	Gallon	135		
SIGN PEN, Blue, liquid or gel	Piece	619		
CLEANSER, Scouring Powder, 350g	Can	1		
DISINFECTANT SPRAY, Aerosol type, 400g	Can	54		
INK, for stamp pad, 50mL	Can	16		
MOUSE, OPTICAL, USB connection type	UNIT	2		
LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	Piece	8		
GLUE, all-purpose, 200 grams	Jar	23		
STAPLE WIRE, heavy duty (binder type), 23/13	Box	2		
STAPLE WIRE, standard	Box	174		
TAPE, electrical	Roll	2		

<b>TAPE, masking, 24mm</b>	Roll	157		
TAPE, masking, 48 mm	Roll	150		
<b>TAPE, packaging, 48 mm</b>	Roll	180		
TAPE, transparent, 24mm	Roll	228		
<b>TAPE, transparent, 48 mm</b>	Roll	105		
BLADE, for general purpose cutter/utility knife, 10 pieces per tube	Tube	10		
<b>CLIP, backfold, 19mm</b>	Box	120		
CLIP, backfold, 25mm	Box	149		
<b>CLIP, backfold, 32mm</b>	Box	87		
CLIP, backfold, 50mm	Box	77		
<b>DATA FILE BOX</b>	Piece	75		
DATING AND STAMPING MACHINE	Piece	5		
<b>ENVELOPE, Expanding, Plastic</b>	Piece	40		
ENVELOPE, Mailing, 500 pieces per box	Box	10		
<b>FASTENER, metal, non-sharp edges, 50 sets per box</b>	Box	110		
FILE ORGANIZER, expanding, plastic, legal	Piece	20		
<b>FOLDER, L-type, A4, 50 pieces per pack</b>	Pack	17		
FOLDER, L-type, legal, 50 pieces per pack	Pack	28		
<b>MARKER, Flourescent, 3 colors per set</b>	Set	57		
MARKER, Permanent, Black	Piece	140		
<b>MARKER, Permanent, Blue</b>	Piece	188		
MARKER, Permanent, Red	Piece	115		
<b>MARKER, Whiteboard, Black</b>	Piece	62		

MARKER, Whiteboard, Blue	Piece	115		
<b>MARKER, Whiteboard, Red</b>	Piece	65		
PAPER CLIP, vinly/plastic coated, 33mm	Box	316		
<b>PAPER CLIP, vinly/plastic coated, jumbo, 50mm</b>	Box	282		
PENCIL, lead/graphite, with eraser, one (1) dozen per box	Box	25		
<b>PUNCHER, paper, heavy duty</b>	Piece	1		
RUBBER BAND No. 18, 350g	Box	40		
<b>STAMP PAD, felt</b>	Piece	1		
SCISSORS, symmetrical or asymmetrical	Pair	6		
<b>STAPLER, standard type</b>	Piece	6		
STAPLE REMOVER, plier type	Piece	30		
<b>TAPE DISPENSER, table top</b>	Piece	12		
NOTE PAD, stick on, 2" x 3", 100 sheets per pad	Pad	232		
<b>NOTE PAD, stick on, 3" x 4", 100 sheets per pad</b>	Pad	240		
NOTE PAD, stick on, 3" x 3", 100 sheets per pad	Pad	470		
<b>NOTEBOOK, stenographer</b>	Piece	117		
PAPER, MULTICOPY A4, 500 sheets per ream	Ream	390		
<b>PAPER, MULTICOPY LEGAL, 500 sheets per ream</b>	Ream	365		
PAPER, MULTIPURPOSE A4, 500 sheets per ream	Ream	550		
<b>PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream</b>	Ream	220		
PAPER, parchment, 100 sheets per box	Box	10		
<b>RECORD BOOK, 300 PAGES</b>	Book	10		
RECORD BOOK, 500 PAGES	Book	43		

TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	Pack	15		
INSECTICIDE, 600mL	Can	72		
INK CARTRIDGE, EPSON C13T664100 (T6641), Black	Cart	18		
INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	Cart	13		
INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	Cart	13		
INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	Cart	13		
TONER CARTRIDGE, HP CE278A, Black	Cart	4		
TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	Cart	1		
NOTE: Procurement is per line item Delivery Period: 30 days after Received of P.O Source of Fund: MOOE				
PAPER, MULTICOPY A4, 500 sheets per ream	Ream	30		
PAPER, MULTICOPY LEGAL, 500 sheets per ream	Ream	30		
NOTE: Procurement is per line item Delivery Period: 30 days after Received of P.O Source of Fund: FDA Academy Trust Fund				
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: 20230817154928

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: **30 CALENDAR DAYS**

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 NINETY (90) 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 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

DTN: 20230817154928

NP-SVP(A)-2023-0308-AFS