



Civic Drive, Filinvest Corporate City, Alabang, Muntinlupa City

REQUEST FOR QUOTATION

Date 22-Dec-2023
 Quotation No. NP-SVP(A)-2023-0321-SLC

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

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

Name of Project: **Procurement of Five (5) 3-In-1 Multi-Purpose (Printer-Monochrome and Colored, Photocopier and Scanner)**

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

Classification: **Goods**

Approved Budget for the Contract (ABC): **PHP 146,583.35**

MINIMUM TECHNICAL SPECIFICATION	UNIT	QTY.	COST PER ITEM	Statement of Compliance (COMPLY" or "NOT COMPLY")
Procurement of Five (5) 3-In-1 Multi-Purpose (Printer-Monochrome and Colored, Photocopier and Scanner)	UNIT	5		
Technical Specification: Key Functions Automatic 2-sided Print, Scan with Wireless Connectivity Print Functions Print Speed: At least 24ppm Print Resolution: At least to 600 x 600 dpi, 2,400 dpi (600 x 2400) quality Copy Functions Copy Speed: At least 24 cpm Reduction/Enlargement (%): 25%-400% in 1% increments Copy Resolution: At least 600 x 600 dpi Copy Features: N in 1; Automatic 2-sided copying Scan Functions Scan Speed (Mono/Colored): At least 24 ipm Resolution (Optical): 1,200 x 2,400 dpi Resolution (Interpolated): 19,200 x 19,200 dpi Media Weights/MP Tray: 60 to 163 g/m2 Paper Handling Paper Input Tray: At least 250 Sheets Multi-Purpose Tray: At least 30 Sheets Dual CIS Auto Document Feeder: At least 50 Sheets Paper Size: A4, Legal, Letter and others Connectivity Interface: Wireless (Wifi-Direct), Front USB Direct Print Others Memory: At least 512mb				
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: 20230824141739

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. Omnibus Sworn Statement 5. 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

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