

## REQUEST FOR QUOTATION

<b>Date</b>	<b>:</b>	<b>17 April 2024</b>
<b>Quotation no.</b>	<b>:</b>	<b>NP-SVP(A)-2024-0067-PPS</b>

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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 **22 April 2024, 2:00 PM.**

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

Name of Project : **Procurement for the Supply and Delivery of Various Collaterals for CY 2024 Activities of the Policy Planning Service- Policy Dissemination and Training Division (PPS-PDTD)**

Mode of Procurement : **SVP(A)**

Classification : **Goods**

Approved Budget for the Contract (ABC) : **Php 560,166.67**

MINIMUM TECHNICAL SPECIFICATION	UNIT	QTY	COST PER ITEM	Statement of Compliance (COMPLY" or "NOT COMPLY")
<b>Procurement for the Supply and Delivery of Various Collaterals for CY 2024 Activities of the Policy Planning Service- Policy Dissemination and Training Division (PPS-PDTD)</b>				<b>Submit a Proposal or any documentation to support compliance.</b>
<b>GRAND TOTAL</b>				

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.

\_\_\_\_\_  
Name and Signature of Authorized Representative

Contact no. : \_\_\_\_\_

Email address : \_\_\_\_\_

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

Canvassed by	:	_____
Date conducted	:	_____



DTN : 20240208112523

**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 **within 60 working days upon receipt of PO**
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 **within Sixty (60) working 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:
  - a. Valid mayor's permit;
  - b. Valid PHILGEPS registration number or (platinum depends);
  - c. Valid ITR received and stamp or electronically submitted (Mandatory for Lease of Venue regardless of ABC, For SVP/SSWATEMS - Applicable for ABC above P 500k)
  - d. 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, Centralized Bids and Awards Committee  
Food and Drug Administration  
Civic Drive Filinvest, Alabang, Muntinlupa City

C/O ATTY. ALBERTITO C. GARCIA  
Head Secretariat, Centralized Bids and Awards Committee  
or email at: [bacsec@fda.gov.ph](mailto:bacsec@fda.gov.ph)

Deadline of submission of quotation/s will be on: 22 April 2024, 2:00 PM.

9. Late bids shall not be accepted;
10. For other inquiries/ concerns about the items, please contact bac secretariat at [bacsec@fda.gov.ph](mailto: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.
13. 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 and remedies available under the circumstances.

END-USER TECHNICAL SPECIFICATION

<b>Procurement for the Supply and Delivery of Various Collaterals for CY 2024 Activities of the Policy Planning Service- Policy Dissemination and Traing Division (PPS-PDTD)</b>	
<b>MINIMUM TECHNICAL SPECIFICATION</b>	<b>SUPPLIER'S SPECIFICATION</b> Supplier declaration to the <b>SUPPLIER'S SPECIFICATIONS</b> (state whether "COMPLY" or "NOT COMPLY" only).  <b>Submit a Proposal or any documentation to support compliance.</b>
<b>1,500 pcs. Personalized Metal Pen / Ballpen</b> Color Design: Green Material: Metal Ballpoint: 0.5 Type: Sign Pen Ink Color: Blue	
<b>1,500 pcs. Spiral Notebook</b> Cover type: Glossy Size: A-6 – 9.5*14.2cm Type of paper: Light to Medium (60-90gsm) thickness Inside Paper: Black Lined 50 pages	
<b>1,500 pcs. Foldable Round Fan</b> Diameter: 9.75 inches Pouch Size: 3.5 in x 3.75 in Print type: Sublimation Color: White, Rim: Green <i>Logo Size for Round Fan:</i> Front Logo: [6 inches (w) x 2.44 in (h)] <i>Logo Size for Pouch:</i> Front Logo: [2.5 inches (w) x 1 in (h)]	
<b>500 pcs. Metal rotation 32GB USB 2.0 Flash Drive (Black)</b> Material: Metal, Color: Black Logo Size: 2.5 cm (w) x 1cm (h), Front Design	
<b>Other Requirements:</b> - <b>Submit a sample of the various collaterals upon submission of the quotation</b> - <b>Line Item</b> - <b>Send Bill Arrangement</b>	





Republic of the Philippines  
 Department of Health  
**FOOD AND DRUG ADMINISTRATION**




DTN : 20240208112523

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Management System  
 ISO 9001:2015  
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