

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

REQUEST FOR QUOTATION

Project Number: RCS 004-000

Reference PR Number: RCEF 2020-09-137

Sir/Madam:

Please quote your best offer for the item/s listed below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative through email at ([ga.tolentino@philrice.gov.ph](mailto:ga.tolentino@philrice.gov.ph)) or fax at (049) 501-1917 not later than SEPTEMBER 21, 2020

Glyzl Tolentino

BUYER/CANVASSEER

Kristofferson C. de Guzman

Division Head, PMD

PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **PHP 155,502.53**
2. Prices quoted are subject to deduction of 5% VAT & 1% EWT *(for goods )* or 5% VAT & 2% EWT *(for services )*.
3. All bids in excess of the ABC will be rejected.
4. Complete technical specifications, brand and model must be indicated in the price quotation for evaluation purposes.
5. Delivery period shall be indicated in the quotation. Liquidated damages equivalent to 1/10 of 1% per day of delay for the value of undelivered items shall be imposed.
6. Goods, supplies, equipment, or work done are subject to inspection/acceptance, PhilRice reserves the right to cancel, reject, or rebid the items which do not conform with the technical specifications.
7. **NEW** suppliers are required to submit a photocopy of **valid Mayor's Business Permit, valid PhilGEPS Registration Number and valid PCAB License (if applicable)** together with their quotations. Please disregard if you have submitted an updated copy/ies. This shall be subjected for validation.
8. The winning Bidder is required to submit a photocopy of **Latest Income/Business Tax Return** and original copy of **Omnibus Sworn Statement** prescribed by the GPPB **PRIOR TO PAYMENT** of the goods delivered/services rendered.
9. Supplier warrants that s/he has not given nor promised to give any money or gift to any PhilRice employee to secure this offer and to obtain an award.

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
	125	piece	Ballpen, Ordinary, Black, 0.5mm		
	39	piece	Sign Pen Black, 0.5 mm needle tip		
	34	piece	Sign Pen Blue, 0.5 mm needle tip		
	24	piece	Sign Pen Green, 0.5 mm needle tip		
	30	box	MARKER, Permanent, Bullet-type Black		
	60	piece	REFILL INK for permanent marker		
	50	ream	PAPER, Multi-Purpose (COPY) Folio (8.5 inch x 13 inch), 80 gsm		
	75	ream	PAPER, Multi-Purpose (COPY) A4 (21cm x 29.7cm) , 80 gsm		
	50	ream	PAPER, Multi-Purpose (COPY) A4 (21cm x 29.7cm) , 80 gsm for Occidental Mindoro		
	50	ream	PAPER, Multi-Purpose (COPY) A4 (21cm x 29.7cm) , 80 gsm for Oriental Mindoro		
	50	pack	Sticker paper, matte type, A4, 10sheets/pack		
	70	box	STAPLE WIRE, STANDARD, (26/6)		
	40	box	STAPLE WIRE, heavy duty, 23/13		
	12	pack	FOLDER, TAGBOARD, for legal size documents		
	5	box	ENVELOPE, DOCUMENTARY, for legal size document		
	5	box	Envelope, Expanding envelope, Legal, Kraftboard (100/box)		
	30	piece	TAPE, TRANSPARENT, width: 24mm (±1mm)		
	20	piece	TAPE, TRANSPARENT, width: 48mm		
	20	roll	TAPE, MASKING, width: 24mm, 50m, length		
	15	roll	TAPE, PACKAGING, width: 48mm (±1mm)		
	30	box	BINDER CLIP, Black , size: 1.25inch		
	30	box	BINDER CLIP, Black , size: 2 inch, 12pcs/box		
	15	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		
	15	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min		
	7	piece	CLEARBOOK, transparent pockets, for LEGAL size		
	5	box	Rubber Band, 70mm length, min lay flat length, #18		
	5	piece	Scissors, symmetrical, blade length: 65mm min		
	35	pack	Post it Flag 5 colors		

	35	pack	Flag tape, Sign here		
	35	pad	Note pad, stick on, 50mm x 76mm (2" x 3") min		
	35	pad	Note pad, stick on, 76mm x 100mm (3" x 4") min		
	35	piece	Correction tape, film base type, UL 6m min		
	15	box	Paper Fastener, Metal / 50 set		
	12	bottle	Stamp Pad ink, purple or violet		
	5	roll	Cotton cord		
	1	bundle	Looseleaf cover, made of chipboard, for legal		
	5	piece	RUBBER STAMP, date and certified true copy stamp		
	6	roll	Doublesided tape, 1 inch wide		
	20	roll	Scotch Tape 24MM		
	10	pack	Laminating Film, A4 size		
	20	ream	PAPER, Multi-Purpose (COPY), Legal Size (8.5 inch x 14 inch), 80 gsm		
	5	pack	Time Card for Bundy Clock, 100pcs per pack		
	10	piece	Plastic ruler, 18 in		
	25	unit	Calculators, capacity 12 digits,		
			***NOTHING FOLLOWS***		

Delivery Period: ☐ 30 calendar days ☐ 15 calendar days ☐ 7 calendar days ☐ Others: \_\_\_\_\_

Place of Delivery: ☐ PhilRice Los Baños ☐ PhilRice Mindoro Satellite Station ☐ Others: \_\_\_\_\_

Price Validity: ☐ 120 calendar days ☐ 60 calendar days ☐ 30 calendar days ☐ Others: \_\_\_\_\_

Warranty: ☐ 1 year ☐ 3 months ☐ Others: \_\_\_\_\_

Payment Term: ☐ 30 calendar days ☐ 15 calendar days ☐ Others: \_\_\_\_\_

After having carefully read and accepted the Procurement Terms & Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

PRM RFQ Rev 5 Effectivity Date: Oct 29, 2019