



REQUEST FOR QUOTATION

Project Number: _____
Reference PR Number: 2020-05-0041

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 (af.patricio@yahoo.com/courier - if sealed, addressed to Ms. Glenda D. Ravelo) or fax at (044) 456-0650 loc 660 not later than **September 14, 2020**.

Anjennette F. Patricio
BUYER/CANVASSER

Glenda D. Ravelo
Division Head, PMD

PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **Php 500,000.00**
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
1	1	lot	Commercial Printing of PalayCheck Booklet Technical Specifications: Size: 4 inches x 7 inches No. of Copies : 2,000 copies No. of pages : 130- w/o diecut: 120-with diecut: 10-folded: 1 sheet Paper stock : -cover: FC#14-Inside: C2S #120 Colors: Full color (inside/cover) Process: 4-color offset printer Binding: Smyth Sewn Cover Lamination: Plastic **Prototype must be approved first before mass production. Copies must be delivered 14 days after the final copy of the materials is given Other Requirements: *samples with the same specifications as requested with Proof of Delivery (copy of OR or DR of the samples to be send) except for those that had already transacted with PhilRice-CES Note: Proposals to be sent without attached sample or sent thru email or fax will be disregarded unless samples are not required. ALL QUOTATIONS MUST BE SENT THRU COURIER AND ARE ALL ORIGINALLY SIGNED		

Delivery Period: 30 calendar days 15 calendar days 7 calendar days Others: _____

Place of Delivery: PhilRice CES-Central Warehouse ATI-QC 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: _____

PRRI RFQ Rev 5 Effectivity Date: Oct 29, 2019

