



Date: 9/21/2020

REQUEST FOR QUOTATION

Project Number: 141

Reference PR Number: 20-09-218

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 (ms.cabanayan@philrice.gov.ph/courier - if sealed, addressed to Maricris S. Cabanayan) or contact u at at cellphone no. not later than _____.

Erns Kerrent C. Alisen
BUYER/CANVASSER

Jose Arnel E. Corrova
RCEF Focal Person

PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **PhP 108,892.00**
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	200	pieces	Ballpen, black		
2	50	pieces	Ballpen, blue		
3	10	pack	Battery AA (2 pieces/pack)		
4	10	pack	Battery AAA (2 pieces/pack)		
5	150	ream	Bond paper, Premium Grade, 210mm x 297mm (A4), 70 gsm		
6	40	ream	Bond paper, Premium Grade, 8.5"x14", Legal size		
7	20	box	Clip, backfold, 2"		
8	20	box	Clip, backfold, 32mm		
9	50	pieces	Correction tape, disposable, usable length of 0		
10	10	pieces	Cutter, heavy duty		
11	30	pcs	Double sided tape 1"		
12	30	pcs	Double sided tape 1/2"		
13	50	piece	Envelope, expanding, long (paper)		
14	60	pieces	Envelope, long, brown		
15	60	pieces	Folder, A4 Brown		
16	60	pieces	Folder, expanding, legal		
17	60	pieces	Folder, legal Brown		
18	8	bot	Glue, 200g		
19	110	pieces	Heavy Duty Marker, permanent, bullet type, black		
20	110	pieces	Heavy Duty Marker, permanent, bullet type, blue		
21	15	set	Highlighter/Flourescent marker, (3 colors/ set)		
22	15	bot	Marker Ink permanent Black		
23	15	bot	Marker Ink permanent Blue		
24	30	pcs	Masking Tape 1"		
25	30	pcs	Masking Tape 2"		
26	40	pack	Notepad 3x4 (100sheets/pad)		
27	30	pcs	Paking Tape 2"		
28	40	box	Paper clip, 48mm		

29	40	box	Paper clip, 50mm		
30	50	pieces	Pencil		
31	10	pack	Photo paper, A4		
32	15	pieces	Record book, 300 pages, (size: 8.5"x11")		
33	15	pieces	Ruler		
34	15	pieces	Scissor 6"		
35	50	pieces	Sign pen, black		
36	50	pieces	Sign pen, blue		
37	10	pack	Special paper, long (10 pcs/pack)		
38	30	box	STAPLE WIRE, (26/16)standard, 5000 pcs/box		
39	30	pieces	TAPE, transparent, 1"		
40	30	pieces	TAPE, transparent, 48mm, 50 meters		
			XXXXXXXXXXXX		

Delivery Period: ☐ 30 calendar days ☐ 15 calendar days ☐ 7 calendar days ☐ Others: _____
 Place of Delivery: ☐ PhilRice ☐ 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: _____

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