



Date: 8/26/2020

REQUEST FOR QUOTATION

Project Number: RTF-16D

**Reference PR Number: 2020-06-0689 and
2020-07-0743**

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 dr.arocenajr@philrice.gov.ph/courier - if sealed, addressed to **PPMD Head** or fax at **(044) 456-0650** not later than September 4, 2020.

DRAFINO R. AROCENA JR.
BUYER/CANVASSER

GLENDA D. RAVELO
Division Head, PMD

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 60,000.00**
- Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
- All bids in excess of the ABC will be rejected.
- Complete technical specifications, brand and model must be indicated in the price quotation for evaluation purposes.
- 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.
- 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.
- 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.
- 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.
- 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	5	unit	Executive chair, Specifications (WDH): 750 mm x 650 mm x 1,040 mm Polyurethane Upholstered Nylon Base Polyurethane Casters Gas Lift Tilt-Lock Mechanism Padded Polyurethane Armrests Available Colors: Black		
2	1	unit	Cabinet, 4 drawer steel filing cabinet with lock Dimensions: H1335 x W450 x D620 (mm) Color: Off-white **Can fit long folder **With divider		

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

Place of Delivery: PhilRice CES-Central Warehouse ATI-Quezon City 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

