



Philippine Rice Research Institute
PHILRICE Agusan | Basilisa, RT Romualdez, 8611 Agusan del Norte
Tel: (085) 343-0778 | Fax: (085) 343-0768

Quality Rice. Quality Life.

Date: September 3, 2020

REQUEST FOR QUOTATION

Project Number:

Reference PR Number: 20-08-0528

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 (mcp.olofernes@philrice.gov.ph / courier - if sealed, addressed to Mr. Rocky Y. Pagaduan) or fax at (085)343-0768 not later than 09/10/2020.

ROCKY Y. PAGADUAN
BUYER/CANVASSER

CAESAR JOVENTINO M. TADO
Branch Director

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 109,604.22**
- 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. This shall be subjected for validation.
- 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.

***** Partial bid is accepted *****

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
Supply and Delivery of Various Office Supplies not available in DBM-PS:					
1	33	bottle	ALCOHOL, 68%-70%, scented, 500ml (-5ml)		
2	7	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min		
3	6	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min		
4	6	pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min		
5	13	ream	PAPER, Multi-Purpose (COPY) A4, 70gsm		
6	12	ream	PAPER, Multi-Purpose (COPY) Legal, 70gsm		
7	2	piece	FLASH DRIVE, 16GB capacity		
8	2	piece	FLASH DRIVE, 32 GB		
9	21	piece	MARKER, permanent, bullet type, black		
10	12	piece	MARKER, permanent, bullet type, blue		
11	12	cart	INK CART, EPSON C13T664100 (T6641), Black		
12	4	cart	INK CART, EPSON C13T664200 (T6642), Cyan		
13	4	cart	INK CART, EPSON C13T664300 (T6643), Magenta		
14	4	cart	INK CART, EPSON C13T664400 (T6644), Yellow		
15	8	cart	INK CART, HP F6V26AA (HP680) Tri-Color		
16	8	cart	INK CART, HP F6V27AA (HP680) Black		
17	10	cart	INK CART, HP CZ107AA (HP678), Black		
18	10	cart	INK CART, HP CZ108AA (HP678), Tricolor		
19	22	piece	SIGN PEN, BLACK, Liquid/gel ink, 0.5mm needle tip		
20	16	piece	SIGN PEN, BLUE, Liquid/gel ink, 0.5mm needle tip		
21	24	pc	Ballpen, black		
22	24	piece	Ballpen, blue		
23	24	piece	Ballpen, green		
24	7	piece	GLOVES, plastic, heavy duty, small		
25	2	jar	GLUE, all purpose, gross weight: 200 grams min		
26	1	pc	Movable Rack, 6 layers		
27	1	gal	Stain Bleach, Zonrox		
28	2	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB		
29	2	roll	Plastic Acetate, heavy duty, transparent (50m long, 0.25mm thick, 1.22mm width), gauge #10		
30	5	kg	Plastic Twine		
31	2	pc	Raincoat		
32	1	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape		
33	6	roll	TAPE, MASKING, width: 24mm (±1mm)		
34	6	roll	TAPE, MASKING, width: 48mm (±1mm)		
35	6	roll	TAPE, PACKAGING, width: 48mm (±1mm)		
36	12	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
37	36	pack	TOILET TISSUE PAPER 2-plys sheets, 150 pulls		

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38	36	pack	BATTERY,dry cell, AAA,2 pieces per blister pack		
39	4	box	CLIP, BACKFOLD,all metal, clamping:25mm (-1mm)		
40	4	box	CLIP, BACKFOLD,all metal, clamping:32mm (-1mm)		
41	4	box	CLIP, BACKFOLD,all metal, clamping:50mm (-1mm)		
42	24	piece	ENVELOPE,EXPANDING,PLASTIC,0.50mm thickness min		
43	2	piece	Heavy Duty Gun Tacker (JT 21)		
44	80	piece	Certificate Holder (size: A4)		
45	80	piece	Certificate Holder (size: Legal)		
46	50	pack	Special Paper (size:A4, Color: High white, Range: Pre-Colonial GSM:120)		
47	30	piece	Ruler (12 inches length)		
48	15	box	Crayons (by 8s)		
49	150	piece	Folder with Metal Tab (Legal)		
50	1	box	Coin Envelope		
51	5	piece	Hand Tally Counter (4 digits)		
52	5	piece	Portable White Board (width: 4x height 5)		
53	20	bottle	Washable School Glue (40ml)		
54	10	piece	Antibacterial Liquid Hand Soap		
55	5	piece	Mega Box (120L/ Not Transparent)		
56	1	unit	Water Dispenser (Hot & Cold)		
57	2	piece	Water Dispenser Gallon (5 Gallons)		
58	1	piece	Water Jug with Faucet		
59	10	pair	Book ends		
60	2	piece	Date Stamp		
61	2	pack	Billboard Pins		
62	4	piece	Rubber Stamp		
63	10	piece	Magazine File Box (Vertical)		
64	5	roll	Transparent Packing Tape (48mm)		
x-x-x-x-x-x-x-x nothing follows x-x-x-x-x-x-x-x-x-x-x-x					

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

Place of Delivery: ☐ PhilRice AES ☐ ATI-OC ☐ 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

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