



REQUEST FOR QUOTATION

Date: _____

Project Number: _____

Reference PR RCP20-09-0188
Number: _____

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 (gfdelacruz@philrice.gov.ph - if sealed, addressed to Mr. Gideon F. Dela Cruz) or fax at 0928-721-2308 not later than **September 14, 2020**.

[original signed]

GIDEON F. DELA CRUZ

Canvasser

[original signed]

VICTORIA C. LAPITAN

Director, PhilRice Bicol

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 604,070.00**
- Prices quoted are subject to deduction of 5% VAT & 1% EWT (*for goods*) or 5% VAT & 2% EWT (*for services*).
- 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 specifications.
- 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.
- All bids in excess of the ABC will be rejected.
- 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.
- NEW** suppliers or those without updated file of the required documents are required to submit a photocopy of **valid Mayor's Business Permit** and **valid PhilGEPS Registration Number PRIOR to the opening/evaluation of offer/s**. A supplier who already submitted an updated copy of these documents is no longer required to submit.
- The winning Bidder is required to submit a photocopy of **Income/Business Tax Return** and original copy of **Omnibus Sworn Statement** prescribed by the GPPB **PRIOR TO PAYMENT** of the goods delivered/services rendered.

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			Supply and Delivery of Various Office Furnitures:		
1	17	piece	Storage Box, Material: Plastic, Color: Transparent, Capacity: 155 Liter		
2	6	unit	Conference Table (Rectangle), Material: Melamine Faced Chipboard (MCF), W120cm" x D65cm x H75cm, Color: Walnut, Leg Material: Metal		
3	4	unit	Conference Table (Quarter-C), Material: Melamine Faced Chipboard (MCF), W65cm" x D65cm x H75cm, Color: Walnut, Leg Material: Metal		
4	2	unit	Conference Table (Square), Material: Melamine Faced Chipboard (MCF), W65cm" x D65cm x H75cm, Color: Walnut, Leg Material: Metal		
5	15	unit	Office Chair, Highback with Armrest and Headrest, Adjustable gas lift and 360 degrees swivel function, chrome steel finish starbase with plastic casters, Color: Black		
6	7	unit	Office Table, Material: Medium-Density Fiberboard (MDF), scratch, moisture and burn resilient, L47.2" x W24" x H30", w/ 2 keys for 2 drawers, Color: Walnut		
7	5	unit	Office Chair, Highback with Armrest and Headrest, Adjustable gas lift and 360 degrees swivel function, chrome steel finish starbase with plastic casters, Color: Black, Maximum Weight Capacity: 80kg, Product Measurement (62L x 48W x 105/112H)		
8	7	unit	Mobile Pedestal, 3-Drawer, Material: Steel, Dimension (Height: 65 cm x Depth: 56 cm x Width: 40 cm), Gauge 20, Handle Color: Black, with central locking system, Inclusions: Pencil Tray and File Divider		
9	6	unit	Cabinet, Vertical, 4 Layers, Material: Steel, Dimension (Height: 138.5 - 140 cm x Depth: 62 - 62.5 cm x Width: 45.5-46 cm), Gauge 20, with black handle and central locking system		
10	6	unit	Storage Rack, Material: Metal, Dimensions: 900 mm x 500mm, 2000mm		
11	22	unit	Table, Fold-In-Half, Table-Top Material: uv-protected double-wall, high-density polyethylene (hdpe) Frame Material: Powder-coated steel tubing, Size: 48" x 24" molded tabletop		
12	10	unit	Cabinet with 2 glass doors, Type: Hanging, Material: Steel, Dimension: Height: at least 900mm Width: at least 900mm Depth: at least 400mm		
13	10	unit	Tent, Type: Foldable, Size: 3m x 3m, Frame Material: Metal		

14	1	unit	Multilayer Computer Desk with Slide-out Keyboard Tray, Printer Shelf Stand and Movable and lockable Casters, Material: Particle Board & Melamine Veneer & Iron Tube with Coating		
15	3	unit	Cabinet, Lateral, 4 Layers, Material: Steel, Dimension (Height: 138cm x Depth: 45cm x Width: 90cm), Gauge 20, with central locking system		
			nothing follows		
			<i>Note: To be delivered at PhilRice-Bicol, Brgy. Batang, Ligao City, Albay</i>		
				TOTAL	

Delivery Period: ☐ 30 calendar days ☐ 15 calendar days ☐ 7 calendar days ☐ Others: _____
 Warranty: ☐ PhilRice Bicol ☐ Others: _____
 Price Validity: ☐ 120 calendar days ☐ 60 calendar days ☐ 30 calendar days ☐ Others: _____
 Delivery Term: ☐ 1 year ☐ 3 months ☐ Others: _____
 Payment Term: ☐ 30 calendar days ☐ 15 calendar days ☐ Others: _____

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

Email Address: _____

Company TIN: _____

Please Check ☒

VAT ☐

Non-VAT ☐

PRINTED NAME/SIGNATURE _____

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

Telephone Number: _____

