**Philippine Rice Research Institute** 

## **REQUEST FOR QUOTATION**

Date: February 8, 2021

Reference PR Number: 21-02-0002

Project 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 (jmcbragais@philrice.gov.ph - if sealed, addressed to Mr. Jhunn Mark C. Bragais) or fax at\_\_\_\_\_\_not later than February 15, 2021.

{original signed} JHUNN MARK C. BRAGAIS Canvasser

BICOL STATION

## PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is PhP 220,000.00

2. Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).

3. 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.

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. All bids in excess of the ABC will be rejected.

7. 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.

8. 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.

9. 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	
1	1	lot	Venue Rental (within Virac, Catanduanes area) including Room Accommodation, Meals and Use of Facilities (wifi access, sound system, widescreen and projector) for the following dates:			
			Function Hall, Capacity: 40 pax (March 1-5, 2021)			
			Room Accommodation, 5 Nights (March 1-5, 2021)			
			Room Accommodation for 30 persons			
			Meals (March 1-5, 2021)			
	40	pax	Breakfast			
	40	pax	AM Snacks			
	40	pax	Lunch			
	40	pax	PM Snacks			
	40	pax	Dinner			
			Note: Catering Service Style: Managed Buffet, Tables with skirting, Free Flowing Coffee			
			***nothing follows***			
				TOTAL		
Delivery Period: Warranty:		○ 30 calendar days       ○ 15 calendar days       ○ 7 calendar days       ○ 0thers:         ○ PhilRice Bicol       ○ 0thers:       ○				
Price Validity:		○ 120 ca	$^{ m O}$ 120 calendar days $^{ m O}$ 60 calendar days $^{ m O}$ 30 calendar days $^{ m O}$ Others:			
Delivery Term:		○ 1 year ○ 3 months ○ Others:				

Payment Term:

rm: O 30 calendar days O 15 calendar days O Others:

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

 Email Address:
 PRINTED NAME/SIGNATURE

 Company TIN:
 Designation:

 Please Check Ø
 Company Name:

 VAT
 Business Address:

 Non-VAT
 PhilGEPS Registration No.:

 Telephone Number:
 Telephone Number:



{original signed} VICTORIA C. LAPITAN

Director I, PhilRice Bicol