

Date: _____

REQUEST FOR QUOTATION

Project Number: P3
Reference PR Number: ROEF-21-04-059

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 (mscabanayan@philrice.gov.ph/courier - if sealed, addressed to Maricris S. Cabanayan) or contact us at at cellphone no.09085619978/09485995860/09165518299.

ERNS KERRENT C. ALISEN
BUYER/CANVASSER

JOSE ARNE E. CORDON
Division Head

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 205,685.67**
- 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.

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
1	105	gal	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters		
2	325	bot	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)		
3	16	pack	BATTERY, dry cell, AA, 2 pieces per blister pack		
4	18	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack		
5	2	unit	CALCULATOR, compact, 12 digits		
6	2	box	CARBON FILM, PE, black, size 216mm x 330mm		
7	15	box	CHALK, molded, white, dustless, length: 78mm min		
8	30	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)		
9	30	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)		
10	30	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)		
11	30	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)		
12	80	pcs	CORRECTION TAPE, film base type, UL 6m min		
13	20	pcs	DATA FILE BOX, made of chipboard, with closed ends		
14	2	box	ENVELOPE, DOCUMENTARY, for A4 size document		
15	2	box	ENVELOPE, DOCUMENTARY, for legal size document		
16	2	box	ENVELOPE, mailing, white, 70gsm		
17	20	pcs	ERASER, PLASTIC RUBBER, for pencil draft writing		
18	1	pcs	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0		
19	40	pcs	FACE SHIELD, direct splash protection		
20	20	box	FASTENER, METAL, 70mm between prongs		
21	6	pcs	FLASH DRIVE, 16 GB capacity		
22	2	pack	FOLDER, TAGBOARD, for A4 size documents		
23	2	pack	FOLDER, TAGBOARD, for legal size documents		
24	12	set	MARKER, FLUORESCENT, 3 assorted colors per set		
25	30	pcs	MARKER, PERMANENT, bullet type, black		
26	30	pcs	MARKER, PERMANENT, bullet type, blue		
27	10	pcs	MARKER, whiteboard, blue, felt tip, bullet type		
28	20	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
29	40	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
30	20	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		
31	24	box	PAPER CLIP, vinyl plastic coat, length: 32mm min		
32	24	box	PAPER CLIP, vinyl plastic coat, length: 50mm min		
33	230	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
34	130	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
35	1	pcs	PENCIL SHARPENER, manual, single cutter head		
36	60	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB		
37	4	pcs	PUNCHER, paper, heavy duty, with two hole guide		
38	10	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
39	10	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min		
40	10	pair	SCISSORS, symmetrical, blade length: 65mm min		



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RCRF-21-04-089

41	80	pcs	SIGN PEN, BLACK, liquid gel ink, 0.5mm needle tip		
42	80	pcs	SIGN PEN, BLUE, liquid gel ink, 0.5mm needle tip		
43	30	pcs	SIGN PEN, RED, liquid gel ink, 0.5mm needle tip		
44	2	pcs	STAMP PAD, FELT, bed dimension: 60mm x 100mm min		
45	80	box	STAPLE WIRE, STANDARD, (26/6)		
46	2000	pcs	SURGICAL MASK, 3-ply		
47	4	pcs	TAPE DISPENSER, TABLE TOP, for 24mm width tape		
48	20	roll	TAPE, MASKING, width: 24mm (±1mm)		
49	10	roll	TAPE, MASKING, width: 48mm (±1mm)		
50	40	roll	TAPE, PACKAGING, width: 48mm (±1mm)		
51	40	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)		
52	40	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
53	20	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled		

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

Place of Delivery: PhilRice Negros 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: _____