

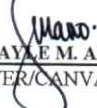


Date: 6/10/2021

REQUEST FOR QUOTATION (RFQ)

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 not later than **June 18, 2021** at **5 AM/PM** to **angellanophebe@gmail.com/ppmu.pmd@philrice.gov.ph** or send via fax or drop at PPMU box at Procurement Management Division (PMD) Office, Maligaya, Science City of Munoz, Nueva Ecija. For any clarification you may call/send through fax to **(044) 456-0650** or PPMU no. **09435623878/ 09150816864**


PHEBE GAYLE M. ANGELLANO
BUYER/CANVASSER


GLENDA D. RAVELO
Division Head, PMD

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Please do not leave any blank items. Indicate "0" if item being offered is for free and "NO BID" if no offer.
3. Do not alter the contents of this form in any way.
4. All technical specifications are mandatory. Fill in the column designated for technical specifications of your offer, you may specify the brand and model if applicable. Use additional sheet if needed or attach brochure.
5. Failure to follow these instructions will disqualify your quotation.
6. NEW suppliers/bidders are required to submit a photocopy/e-copy of valid Mayor's Business Permit, BIR Registration 2303, DTI/SEC/CDA Registration (whichever is applicable), valid PhilGEPS Registration Number and valid PCAB License (if applicable) together with their quotations. Please disregard if you have submitted an

Project Title: Procurement of Office Furnitures and Fixtures
Project No. RTF-37 **Reference PR No.:** 2021-02-0290 etc.
Approved Budget of the Contract: Php 182,689.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	3	unit	Plastic Table 6 Feet (72 inches x 30 inches) Fold in Half Table			
2	1	unit	Folding Field Chair w/ arm rest			
3	2	unit	Mobile Pedestal Cabinet, 3 drawers, Anti Tilt and interlocking, with pencil box, 0.6-0.7 mixed before coating, size: 390 x 520 x 600, Color: Gray			
4	1	unit	Table Laminated in pvc vinyl matte finish; metal base Color: Gray Size: 140(L)x70(W)x75(H)cm Desk Shape: Standard Desk Design: Executive Desk Desk Features: Lockable Cabinet/Drawer Material: Metal			
5	1	unit	Cabinet 2-door cabinet Steel Storage Cabinet, 2-door swing type with 4 shelves, powder-coated steel material, with lock			
6	1	unit	Chair high back office chair with tilting mechanism, recline with comfortable seat cushion with foam padding			



Date: _____ 6/10/2021

REQUEST FOR QUOTATION (RFQ)

7	1	piece	Steel Rack Shelf Steel frame Collapsible - boltless Heavy duty 5 shelving/layers Size = 30cm X 120cm X 200cm			
8	2	unit	Office chair, mesh with headrest and armrest Headrest and Armrest - Nylon Plastic Covered with Mesh Fabric Butterfly Mechanism & Back Rest: Height Adjustable & Back: Tilt & Lock & Seat: 360 Degree Swivel, Seat Height Adjustable			
9	1	unit	Meeting Table Boat-shaped conference table Melamine lamination for heat and scratch resistance 4 to 6 seater			
10	4	unit	Office chair, stationary, mesh Stationary chair, With armrest Chromed Frame Base Mesh in seat and back Chrome armrests Sled Base			
11	1	unit	Mini sofa, 3 seater, Beige fabric cover, mold foam inside, modern sty			
12	1	unit	wooden open shelve rack, 3 layers, with wheels			
13	1	unit	metal open shelve rack, 4 layers, with wheels			
					TOTAL	

TERMS AND CONDITIONS

Delivery Period:	<u>30</u> calendar days
Place of Delivery:	{ } Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija { } ATI Building, Elliptical Road, Diliman, Quezon City
Warranty:	1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)
Payment Term:	30 Calendar Days after completion of delivery

- Price Quotations must be valid for a period of **45 calendar days** from the deadline of submission.
- Price quotations shall include all taxes, duties and/or levies. Deductions of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
- Price Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotations (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PhilRice shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Conformed Purchase Order or Contract.
- 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.



Date: _____ 6/10/2021

REQUEST FOR QUOTATION (RFQ)

9. Liquidated damages equivalent to 1/10 of 1% per day of delay for the value of undelivered items shall be imposed. PhilRice shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of contract, without prejudice to other courses of actions and remedies open to it.
10. The Bidder 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.
11. 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.
12. Payment shall be made within (30) days after 100% completion of delivery subject to submission and/or completion of supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's/Supplier's account.

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: _____
 LandBank Account number (Optional): _____

PRRI RFQ Rev 6 Effectivity Date: February 01, 2021



