



REQUEST FOR QUOTATION (RFQ)

Date: June 14, 2021

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 5PM** to **ppmu.pmd@philrice.gov.ph** or **joybethlisondra02@gmail.com** or send via fax or drop at PPMU box at Procurement Management Division (PMD) Office, Maligaya, Science City of Muñoz, Nueva Ecija. For any clarification you may call/send through fax to **(044) 456-0650** or PPMU no. **09435623878/ 09150816864**

Joybeth N. Lisondra

Buyer/Canvasser

Karen Eloisa T. Barroga

Deputy Executive Director IV

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

Project Title: Professional Services in Editing of Developmental Project Terminal Reports

Project No. 52

Reference PR No.:

2021-06-1759

Approved Budget of the Contract:

P116,000.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	1	Lot	<p>Other Professional Services, TERMS OF REFERENCE Assignment: Editor on Development Project Terminal Reports Location: Home based Duration: 60 days</p> <p>1) Review, edit, and proofread forty-three (43) project terminal reports under the Development Sector, with an estimate of 580 pages (electronic format, legal-size) to improve format, content, and flow.</p> <p>2) Check the accuracy of content and language used (e.g., correct errors in spelling, grammar, typographical/factual expressions), as well as the quality and overall projections of illustrations, graphics, and tables.</p> <p>3) Ensure that all terminal reports follow the editorial style guide and convention of PhilRice.</p> <p>4) Review and check statistical data used and referenced in the text. These must be consistent with the data in respective tables, figures, charts, and maps, as well as with the indicator tables.</p> <p>5) Ensure that the terminal reports are presented in a manner that will be relevant and functional to the end-users. He/she should consider a documentation concept and intended use, content, organization, and design.</p> <p>6) Meet with the Deputy ED for Development and assigned technical staff (through an online platform) to discuss the expected output/deliverables.</p> <p>7) Duration of the project is July-August 2021. A clean copy of the terminal reports should be forwarded to the Office of the Deputy Executive Director for Development by 31 August 2021.</p> <p>8) Perform related tasks as may be assigned/agreed.</p> <p>ELIGIBILITY/QUALIFICATIONS The Editor should have:</p> <p>a. Excellent technical and copy-editing skills (minimum of 5 years of experience and with sample outputs showing before and after or with tracks) especially of technical reports, using Microsoft Word</p> <p>b. Experience working in M&E related to agriculture</p> <p>c. Ability to adhere to deadlines</p> <p>d. Ability to work effectively under pressure</p> <p>e. Work flexibility</p>			
					TOTAL	

TERMS AND CONDITIONS

Delivery Period: 60 Days

Place of Delivery: Home Based

Warranty: 1 year (non-consumable supplies/Equipment) / 3 months (consumable supplies)

Payment Term: 30 Calendar Days after completion of delivery

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with empowered and prosperous farmers and fisherfolk



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1. Price Quotations must be valid for a period of **30** calendar days from the deadline of submission.
2. 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*).
3. Price Quotations exceeding the Approved Budget for the Contract shall be rejected.
4. 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.
5. In case two or more bidders have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, 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.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Bidder or any of the duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Conformed Purchase Order or Contract.
8. 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.
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/s at price/s 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 1, 2021**

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with empowered and prosperous farmers and fisherfolk

