



# Philippine Rice Research Institute

BICOL STATION

## REQUEST FOR QUOTATION

Date: June 22, 2021

Project Number: 3.1

Reference PR RCP21-06-0006

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 June 28, 2021.

{original signed}

JHUNN MARK C. BRAGAIS

Canvasser

{original signed}

VICTORIA C. LAPITAN

Director, PhilRice Bicol

### PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **PHP 229,500.00**
- 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
			<b>Supply of Various Office Supplies for RCEP</b>		
1	150	pc	Envelope, Expanding, Clear Plastic, For A3 size document, (Php. 200.00/pc)		
2	3500	pc	Folder, Pressboard, For A3 size document, (Php. 50.00/pc)		
3	50	ream	Paper, Size: 297 x 420 mm (A3), Thickness: 80 GSM, Multi-Purpose Copy, (Php. 490.00/ream)		
			<b>***nothing follows***</b>		
				<b>TOTAL</b>	

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: \_\_\_\_\_

