



REQUEST FOR QUOTATION

Date: _____

Project Number: _____

Reference PR

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 **(isg.palima@philrice.gov.ph - if sealed, addressed to Mr. Ian Stallone G. Palima)** or text at 0999-456-9548 not later than **August 3, 2021**.

[original signed]

IAN STALLONE G. PALIMA

Canvasser

[original signed]

VICTORIA C. LAPITAN

Director, PhilRice Bicol

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 260,000.00**
- 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
1	1	lot	Provision of Security Services (three Security Guards) to safeguard Offices (Old Admin Bldg. and Laboratory and Lodging Facilities Bldg.) at PhilRice Bicol Station from August 2021 to December 2021		
			<i>Qualifications (Agency):</i>		
			1. With basic security equipment and devices, communication equipment, service firearms and ample rounds of ammunition, regular uniform and polo uniform with embroidered company logo		
			2. Guards to ensure cleanliness in their respective posts		
			3. Agency to provide heavy duty flashlights and two-way radio		
			4. The agency must have a good standing in remittance of PhilHealth, SSS and Insurance (Life & Accident) benefits of security guards		
			5. Relievers should be readily available in case of absence or sickness of a guard on official duty		
			6. Certified photocopy of License to Operate and certified photocopy of PADPAO Certification		
			<i>Qualifications (Security Guard):</i>		
			1. At least High School graduate with Security Guard experience of at least three (3) years		
			2. Graduate of Basic Security Course		
			3. With valid Security Guard's license to exercise profession		
			4. At least 5'4" in height		
			5. Not younger than 21 years of age and not older than 45 years of age		
			6. Physically and mentally fit (supported by a medical certificate)		
			7. Neuro-psychiatric clearance validated by PNP health service; with drug test and NBI clearance		
			8. Able to write spot and blotter report/s		
			9. Good moral reputation (supported by Brgy. Clearance)		
			10. With positive attitude, courteous and alert, peacemaker, emotionally stable even under pressure		
			11. Proof of compliance to PhilHealth, SSS & Insurance (life and accident)		
			12. Not related up to the third degree of affinity and consanguinity to any PhilRice staff and co-security guards		
			nothing follows		

				TOTAL	

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: _____

