



Date: 2021-07-14

**REQUEST FOR QUOTATION**

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 **July 20, 2021** to **analierosetangunan04@gmail.com** 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 loc. 663** or PPMU no. **09435623878/ 09150816864**.

**Analie Rose V. Tangunan**  
BUYER/CANVASSER

**Grace S. Villaroman**  
Supervising AO

**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 updated copy/ies to PMD. This shall be subjected for validation.

**Procurement Project Title:** Procurement of Office Furnitures  
**Procurement Project No.:** Project 37c **PR No.:** 2021-05-1421, 2021-05-1389, 2021-05-1409, 2021-05-1399, 2021-05-1404, 2021-05-1520, 2021-05-1381, 2021-05-1548, 2021-02-0668, 2021-06-1810

**Approved Budget of the Contract:** 146,380.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	1	piece	Rack -Full 360-degrees rotation for easy access to all materials -Four-sided magazine rack -16 pockets to hold a range of literature or magazines; 4 pockets on each side -Each pocket is designed to allow the full front cover of materials to be visible -Pocket size: Can fit atleast A4 size magazine -Steel mesh construction with Black powder coat finish -Sturdy base; freestanding -Rolled mesh edges			
2	2	unit	Mobile Pedestal Cabinet Mobile Pedestal with 3 Drawers including 1 Central Lock, 1 Pen Tray, 1 File Divider and 5 Castors Material: Steel with Powder Coating Actual Dimensions: 40 (w) x 56.5 (d) x 65.5 (h) cm Color: Black			
3	1	unit	Wooden cabinet, 2-door, with 6 shelves Color: Mahogany colonial Dimension: 41cm by 100 cm by 195cm			
4	2	unit	Filing Cabinet, Wrinkled, 4 Drawer, Approx. Product Dimensions: 4-Drawers, Length: 18.5 inches, Depth: 27 inches, Height: 52 inches			
5	2	unit	Cabinet, Heavy Duty Steel Storage Cabinet with Lock; 185cm(H)x90cm(W)x40cm(D); 4 adjustable steel shelves; With lock; Heavy duty   Kindly see attached picture for reference			
6	1	unit	Steel Storage Cabinet -Two (2) Swing Door -Five (5) Adjustable Shelves			





			-Over-all Dimension : 72 in. H x 36 in. W x 18 in. D		
7	1	unit	Chair, queen mesh high back extra thicker padded swivel office chair w/o armrest height adjustable and head support 3 adjustable tilt tension		
8	1	unit	Executive High Back Mesh Chair With Foot Rest, black		
9	1	unit	Chair, Black Leather mid back pedestal chair with arm rest, Dimension : 58*65*97-107 cm Accessories: Gaslift, caster wheel, armrest,		
10	3	unit	High Stool Chair, Material: Metal/Black Coated Stainless Steel Chair: Black Leather Height: 93cm		
11	1	piece	Rack Rack, 5-layer Boltless Metal Shelving Rack -Dimension: 30x100x200cm or 1x36x70inches -Loading weight: 30kg per layer -adjustable shelves		

**TERMS AND CONDITIONS**

Delivery Period: 30 calendar days  
 Place of Delivery:  Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija

Warranty: 1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)  
 Payment Term: 30 calendar days

- 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.
  - 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.
  - 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.
  - 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.
  - 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: \_\_\_\_\_