



# Philippine Rice Research Institute

BICOL STATION

## REQUEST FOR QUOTATION

Date: 08/02/21  
Project Number: Project 27.29  
Reference PR Number: PR-RCP21-07-0038

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 [bcbac.secretariat@mail.philrice.gov.ph](mailto:bcbac.secretariat@mail.philrice.gov.ph) - if sealed, addressed to Mr. Ian Stallone G. Palima) or fax at \_\_\_\_\_ not later than **August 6, 2021**.

[original signed]

**IAN STALLONE G. PALIMA**

Canvasser

[original signed]

**JULIAN C. MACADAMIA**

RCEF Coordinator

## PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 420,000.00**
- 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	Food Ordering of DA-PhilRice-Bicol (RCEP) for Various Meetings, Seminars and Workshops in the station from August to December 2021		
			800 Special Meals @ Php200/pax		
			1 natural juice drink/coffee, 1 water, 1dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad		
			400 Regular Meals @ Php150/pax		
			1 natural juice drink/coffee/1 water, 1 rice, 1 meat or seafood dishes, 1 vegetable, 1dessert/fruit,		
			1600 Special Snacks @ Php100/pax		
			1 natural juice/coffee, 1 water, 1 bread/noodle or pasta dish/native cakes/others, 1 fruit/dessert		
			800 Regular Snacks @ Php50/pax		
			1 natural juice/coffee/water, 1 bread/noodle or pasta dish/native cakes/others		
			<b>NOTE:</b>		
			<i>*Provide table of menu corresponding to the quoted price from which the end-user may select meals/snacks for each activity. Availability of Halal Food. Strictly no softdrinks.</i>		
			<i>*Date, Menu, Quantity and Catering Service Style/s to be identified by end-user at least 2 days before the event.</i>		
			<i>*Sight inspection will be scheduled prior to the evaluation of the quotation</i>		
			<i>*Provision of Monoblock tables and chairs (as needed) and free-flowing coffee and water for 20 (at most ) participants in one activity</i>		
			<i>*Additional Requirement: Company's Profile and Sanitary and Health Permit</i>		
			<i>*The agreement shall be terminated (1) when the specified total estimated quantity has been exhausted (2) when the specified duration of the Agreement has expired</i>		
			<i>*The bid price submitted by the winning bidder shall not be increased during the duration of the contract.</i>		

			<i>*Payment shall be made to the supplier on a monthly billing basis. (Based on actual number of delivered Meals/Snacks)</i>		
			<i>*Caterer with Lowest Calculated and Responsive Quotation shall agree to provide a taste test for the BAC Members with approximately 5-7 persons.</i>		
			<b>***nothing follows***</b>		
				<b>TOTAL</b>	

Delivery Period: ☐ 30 calendar days ☐ 15 calendar days ☐ 7 calendar days ☐ Others: \_\_\_\_\_  
 Warranty: ☐ 1 year ☐ 3 months ☐ Others: \_\_\_\_\_  
 Price Validity: ☐ 120 calendar days ☐ 60 calendar days ☐ 30 calendar days ☐ Others: \_\_\_\_\_  
 Delivery Term: ☐ **PhilRice Bicol** ☐ 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: \_\_\_\_\_