



Date: 08/13/2021

REQUEST FOR QUOTATION (RFQ)

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 **August 20, 2021 at 5:00PM** to **fp.capinpin22@philrice.gov.ph** or **frederickcapinpin22@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** or **09079255043**.

FREDERICK P. CAPINPIN

BUYER/CANVASSER

Grace S. Villaroman

Assistant Division Head, PMD

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

Project Title: Events Coordinator for 36th PhilRice Anniversary

Project No.

Reference PR No.:

2021-08-2401

Approved Budget of the Contract: P900,000.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	1	lot	<p>Event Coordinator for the 36th PhilRice Anniversary (SRO Seminar Series, 33rd National Rice R4D Conference, and PhilRice Dangal)</p> <p>Scope of Work</p> <ol style="list-style-type: none">1. Create and customize interactive online platform.2. Graphic designing and lay-outing.3. Video production and documentation.4. Dry run of the online platform.5. Sending of platform links to participants.6. Platform/website administration, hosting and support.7. Conference evaluation and issuances of certificates. <p>Contract Duration The contract will run for 2 months and 1 week in total. The two months, September to October, will be allotted for the preparation for the conference. The first week of November will be the week for the conference.</p> <p><i>(Please see attached file for the complete expected outputs and timelines.)</i></p> <p>Terms and Conditions</p> <ol style="list-style-type: none">1. The agency must have handled at least 5 conferences or events of similar nature using digital platforms.2. The agency must be flexible in responding to emerging issues and willing to adjust strategies as needed.3. PhilRice will evaluate bids using the Quality-Cost Based Evaluation/Selection. 80% for quality, 20% for cost. All materials must be original and subject to the assessment and approval of PhilRice and experts before they are launched to the public. Editing and modifications of the materials to achieve quality outputs will not given additional costs by the winning bidder to PhilRice.4. All materials (raw and edited) designed and produced for this conference will be owned by PhilRice, with full and exclusive rights. These materials will be package and submitted in hard drives.5. PhilRice reserves the right to terminate the contract should the deliverables be found copyright infringement, plagiarism, and unsatisfactory quality. <p>*****nothing follows*****</p>			
TOTAL						

TERMS AND CONDITIONS

Delivery Period: September to first week of November 2021

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

Warranty: N/A

Payment Term:





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- 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: _____

LandBank Account number (Optional): _____

PRRI RFQ Rev 6 Effectivity Date: February 01, 2021

