

Date: 08/05/2021

## REQUEST FOR QUOTATION (RFQ)

Sir/Madam,

Please quote your best offer for the items 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 27, 2021 at 9:00 PM to cep.cardino@mail.philrice.gov.ph or send via fax or drop at PPMU box at Procurement Management Division (PMD) Office, Maligaya, Science City of Muñoz, Nueva Ecija. For any clarification you may call/send through fax to (044) 456-0650 or PPMU no. 09498861660

CELINE ELYSSA P. CARDINO

Grace S. Villaroman

BUYER/CANVASSER

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

Project Title: Procurement of Ink

 Project No. USE - 3A

Reference PR No.: 2021-07-2196, 2021-07-2195

 Approved Budget of the Contract: PHP 95,200.00

Item No.	Quantity	Unit	Item and Description	Per Request	Offer	Unit Price	Total Amount
1	2	piece	Ink refill, Ink Refill, Epson, black for Epson Workforce Pro WF-C869R, black, C13T974100				
2	4	bottle	Ink refill, Canon, black GI-790 Black (135ml) for Canon Pixma G2010				
3	4	bottle	Ink refill, Canon, colored GI-790 yellow (70ml) for Canon Pixma G2010				
4	4	bottle	Ink refill, Canon, colored GI-790 Magenta (70ml) for Canon Pixma G2010				
5	4	bottle	Ink refill, Canon, colored GI-790 Cyan (70ml) for Canon Pixma G2010				
6	2	piece	Copier consumables, Maintenance box Maintenance box for Epson WorkForce Pro WF-C869R, Maintenance box, SKU: C13T671400, Model: T6714				
						<b>TOTAL</b>	

## TERMS AND CONDITIONS

15 calendar days

Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Muñoz, Nueva Ecija

1 year (non-consumable supplies/equipment) and 3 months (consumable supplies)

30 Calendar Days after completion of delivery

Delivery Period:

Place of Delivery:

Warranty:

Payment Term:

- 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.



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12. 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

