



Date: 8/13/2021

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 23, 2021** at 04:00PM to ppmu.pmq@philrice.gov.ph or ppmu.pmd@gmail.com or maricarl.concepcion@gmail.com or send via fax or drop at 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 (0444) 456-0650 or PPMU no. 09435623878/ 09150816864/ 09155634215

MARICARL S. CONCEPCION
BUYER/CANVASSER

DELV. PASCUAL
Assistant Division Head, TMS

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 PCAD 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: Printing of Booklet (PalayCheck Primer)
Project No.: OMO-09A
Approved Budget of the Contract: P 120,000.00
Reference PR No: 2021-08-1473/ 2021-08-1472

Item No.	Quantity	Unit	Item and Description	Offer	Unit Price	Total Amount
1	1	lot	<p>Commercial Printing of Booklet</p> <p>Specifications:</p> <p>Title of the Book: PalayCheck Primer</p> <p>No. of copies: 800 copies</p> <p>No. of pages: 60 pages including cover</p> <p>No. of colored pages: Full Color (Inside/Cover)</p> <p>Size: A5 (210mm x 148mm)</p> <p>Paperstock: Cover: FC#14 Inside: C2S #100</p> <p>Process: 4-color offset printing</p> <p>Binding: Saddle stitched</p> <p>Cover lamination: Matte with spot UV</p> <p>Packing details: 100 copies/set enclosed in a see-through plastic prototype must be approved first before mass production</p> <p><i>Must provide one (1) sample after receipt of E-File from PhilRice within 5 calendar days. Please send thru courier to Philippine Rice Research Institute, Brgy. Maligaya, Science City of Muñoz, Nueva Ecija</i></p>			
				TOTAL		

TERMS AND CONDITIONS

Delivery Period: 20 calendar days
Place of Delivery: Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Muñoz, Nueva Ecija
Warranty: 1 year
Payment Term: 30 Calendar Days after completion of delivery



Use of service and product. Philippines
Philippine Rice Research Institute

PhilRice Central Experiment Station, Maligaya, Science City of Muñoz, 3119 Nueva Ecija, Philippines
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1. Price Quotations must be valid for a period of **45 calendar days** from the deadline of submission.
2. 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).
3. Price Quotations exceeding the Approved Budget for the Contract shall be rejected.
4. 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
5. 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Conformed Purchase Order or Contract.
8. 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.
9. 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.
10. 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.
11. 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.
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): _____

PRR-PCR Rev. Effectivity Date



Procurement and Contract Management
 Subcontracting and procurement related services

PhilRice Central Experiment Station, Marikina, Science City of Marikina, 1915 Nueva Ecija, Philippines
 Email: procurement@prri.gov.ph Telephone: (042) 426-2277 Telefax: (042) 426-2277
 Websites: www.philrice.gov.ph, www.philrice.com **Linkson Office:** 1st flr, 307 Bldg., Republic Road, Davao, Quezon City, Tel.: (02) 8920-5129

