



Date: 08/05/2021

**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 Aug. 20, 2021 at 5:00 AM/PM to [chesternoveda@gmail.com](mailto:chesternoveda@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 PPMU no. 09435623878/ 09150816864

**Chester D. Noveda**  
BUYER/CANVASSER

**Roel R. Suralta**  
Division Head, CBC

**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 Common Office Supplies of Golden Rice Project

2021-08-1385, 2021-08-1400, 2021-08-1386, 2021-08-1388, 2021-08-1387, 2021-08-1402, 2021-08-1391, 2021-08-1389, 2021-08-1394

**Project No.** Procurement Code 2a, 0, 1, 9a, 2 and 17

**Reference PR No.:**

**Approved Budget of the Contract:** ₱ 241,662.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	2	ream	Paper, Plain paper copier, short, min 80 gsm			
2	5	pack	Film Laminating film, 216 x 303mm A4, 216mmx303mm, 250 Mic. 100 sheets/pack			
3	10	piece	Sign pen, black 0.7 mm needle tip			
4	10	piece	Measuring device, Meter stick, 1m, stainless			
5	5	unit	Heavy Duty Stapler			
6	3	piece	Date Stamp Date size: 4mm			
7	1	piece	Customized Stamp: Max text plate size: 41x 24mm Text: Arlen A. Dela Cruz, PhD			
8	1	piece	Customized Stamp: Max text plate size: 41x 24mm Text: Reynante L. Ordonio, PhD			
9	1	piece	Customized Stamp: Max text plate size: 41x 24mm Text: Roel R. Suralta, PhD			
10	1	piece	Customized Stamp: Max text plate size: 41x 24mm Text: Chester D. Noveda			
11	1	piece	Customized Stamp: Max text plate size: 41x 24mm Text: Alelie A. Laureano			
12	1	piece	Customized Stamp: Max text plate size: 41x 24mm Text: Lulilene A. Miranda			
13	3	piece	Customized Stamp: Max text plate size: 41x 24mm Text: RECEIVED			
14	3	piece	Customized Stamp: Max text plate size: 41x 24mm Text: CERTIFIED TRUE COPY			
15	5	piece	Organizer, Cady Organizer 7in1 Office desk organizer Packing: 1x1 pcs storage rack Color: Pink Size: 22cm x 14cm x 13cm Material: Stainless Steel + Metal mesh Design: 7 in 1 metal Grid with drawer Features: with classification, finishing functions, simple and beautiful, suitable for offices, schools, factories etc., large capacity, multi functional, can put pens, cards etc.			
16	95	piece	Ballpen, finpoint, Black			
17	85	piece	Ballpen, finpoint, Blue			
18	55	pack	Battery, Dry cell, AAA, 2pcs/ blister pack			
19	10	piece	Folder, Pressboard, expanding w/o tab, for legal size papers			







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20	20	piece	Paper, Manila paper, 36x48"			
21	10	pack	Paper, Special paper, Cream, 8-1/2" x 11", A4, 20 pcs/ pack			
22	10	pack	Paper, Sticker Paper, A4, 10 pcs/ pack			
23	10	piece	Clip, Butterfly Clip, Small			
24	30	pack	Paper, Photo paper, A4, 20 pcs/pack			
25	20	piece	Marker, Permanent marker, Broad, black, chisel tip			
26	50	piece	Ballpen, ordinary, black			
27	1	pack	Film Laminating film, A4, 125 mic 100 sheets/pack			
28	50	piece	Certificate holder, 11-1/2 x 9"			
29	20	piece	Permanent Marker, broad, red			
30	5	unit	Extension Cord: Multiple outlet with power switch; Individual switch extension cord 4, 5, 6 gang - WED-340 WED 350 WED 360			
31	20	pack	Oil Pastel, 12 colors per pack			
32	10	piece	Ruller, 30cm (12") stainless, 12 inches			
33	5	Unit	Air purifier Air Ionizer(50 million/cm3 negative ions) Polymer lithium battery 500mAh, 12 hours battery life			
34	35	Unit	Air purifier Air Ionizer(50 million/cm3 negative ions) Polymer lithium battery 500mAh, 12 hours battery life			
35	3	piece	Stapler with size remover			
36	4	piece	Scissors, symetrical, blade length: 65mm min			
37	12	pad	Notepad, Stick-on 3x3			
38	25	roll	Tape, Masking Tape, 2" (48mmx 50 m)			
39	200	piece	Alcohol, Ethyl alcohol, 68%- 70% scented, 500 ml per piece, branded			
40	10	piece	Stamp pad, Felt stamp pad, bed dimension: 60mm x 100mm			
41	10	roll	Tape, Packaging tape, 2" (48mm x 50m)			
42	20	piece	Marker, Permanent Marker, bullet type, red			
43	200	piece	Paper, Cartolina white, 22 1/2 x 28 1/2"			
44	20	piece	Marker, permanent marker, broad, blue, chisel tip			
45	10	piece	Label marker tape			
46	5	piece	Scissors, stainless steel scissor heavy duty 6.5 inch			
						TOTAL

TERMS AND CONDITIONS

Delivery Period: 30 calendar day upon P.O and NTP confromance  
 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 after delivery

- 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
- 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
- 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
- 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
- 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 shall be made within (30) days after 100% completion of delivery subject to submission and/or completion of supporting documents, in accordance with existing

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

A food-secure and resilient Philippines  
 with empowered and prosperous farmers and fisherfolk

