



# Philippine Rice Research Institute

BICOL STATION

## REQUEST FOR QUOTATION

Date: 09/28/2021  
Project Number: 3.3  
Reference PR Number: PR-RCP21-09-0013, PR-RCP21-09-0012, PR-RCP21-09-0016, PR-RCP21-09-0018, PR-RCP21-09-0020

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 (bclbac.secretariat@mail.philrice.gov.ph - if sealed, addressed to Mr. Ian Stallone G. Palima) or fax at \_\_\_\_\_ not later than October 4, 2021.

IAN STALLONE G. PALIMA

Canvasser

JULIAN C. MACADAMIA

RCEP Coordinator

## PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **PHP 309,148.00**
- 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
			<b>Supply and Delivery of Various Office Supplies and Equipment for RCEP at DA-PhilRice Bicol Station</b>		
1	75	box	Clip, Backfold, all metal, clamping: 19mm (-1mm) (P15.00/box)		
2	83	box	Clip, Backfold, all metal, clamping: 25mm (-1mm) (P26.00/box)		
3	82	box	Clip, Backfold, all metal, clamping: 32mm (-1mm) (P40.00/box)		
4	80	box	Clip, Backfold, all metal, clamping: 50mm (-1mm) (P60.00/box)		
5	78	piece	Correction Tape, 1 piece in individual plastic (P25.00/pc)		
6	6	bundle	Folder, Fancy, for A4 size documents (P300.00/bundle)		
7	500	piece	Folder, size: Long, Color: Green (P14.00/pc)		
8	230	piece	Marker, whiteboard, black, felt tip, bullet type (P20.00/pc)		
9	20	piece	Marker, whiteboard, blue, felt tip, bullet type (P20.00/pc)		
10	20	piece	Marker, whiteboard, red, felt tip, bullet type (P20.00/pc)		
11	280	piece	Marker, Permanent, bullet type, black (P30.00/pc)		
12	10	piece	Marker, Permanent, bullet type, red (P30.00/pc)		
13	310	piece	Notebook, Stenographer, spiral, 40 leaves (P20.00/pc)		
14	185	pad	Notepad, Stick-On, 3X4, 100 sheets per pad (P80.00/pad)		
15	5	pad	Notepad, Stick-On, 2X3, 100 sheets per pad (P50.00/pad)		
16	5	pad	Notepad, Stick-On, 3X3, 100 sheets per pad (P60.00/pad)		
17	35	box	Paper Clip, 33mm, 100 pieces per box or 52 grams (min.) (net of box) (P15.00/box)		
18	219	ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4) (P230.00/ream)		
19	220	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal) (P260.00/ream)		
20	40	ream	Paper, Multi-Purpose, 80gsm, size: 210mm x 297mm (A4) (P230.00/ream)		
21	20	ream	Paper, Multi-Purpose, 80gsm, size: 216mm x 330mm (Legal) (P260.00/ream)		
22	34	box	Pencil, lead, w/eraser, wood cased, hardness: HB (P100.00/box)		
23	12	book	Record Book, 300 pages, size: 214mm x 278mm min (P100.00/book)		
24	20	pair	Scissors, symmetrical, blade length: 65mm, 1 piece in individual plastic (P25.00/pair)		
25	5	piece	Staple remover, Plier Type (P40.00/pc)		
26	21	box	Staple Wire, Standard, (26/6) (P30.00/box)		
27	35	roll	Tape, Masking, width: 24mm (±1mm) (P65.00/roll)		
28	56	roll	Tape, Masking, width: 48mm (±1mm) (P150.00/roll)		
29	46	roll	Tape, Packaging, width: 48mm (±1mm) (P50.00/roll)		
30	25	roll	Tape, Transparent, width: 24mm (±1mm) (P30.00/roll)		



