



Philippine Rice Research Institute

BICOL STATION

REQUEST FOR QUOTATION

Date: 09/28/2021
 Project Number: 3.6
 PR21-09-0018, PR21-09-0029, PR21-09-0025, PR21-09-0026, PR21-09-0015, PR21-09-0011, PR21-0028, PR21-09-0007, PR21-09-0021

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.

[Signature]
 IAN STALLONE G. PALIMA
 Canvasser

[Signature]
 MELANIE AILEEN C. DE PERALTA
 Assistant Branch Director, DA-PhilRice Bicol

PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **PhP 56,867.00**
2. Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
3. 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.
4. **Complete technical specifications, brand, and model** must be indicated in the price quotation for evaluation purposes.
5. 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.
6. All bids in excess of the ABC will be rejected.
7. 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.
8. **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.
9. 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
Supply and Delivery of Various Office Supplies					
1	7	box	Clip, Backfold, all metal, clamping: 19mm (-1mm) (P15.00/box)		
2	7	box	Clip, Backfold, all metal, clamping: 25mm (-1mm) (P26.00/box)		
3	7	box	Clip, Backfold, all metal, clamping: 32mm (-1mm) (P40.00/box)		
4	15	piece	Correction Tape, 1 piece in individual plastic (P25.00/pc)		
5	5	piece	Data File Box, made of chipboard, with closed ends (P145.00/pc)		
6	20	piece	Folder, Thickness: 11 pt. stock, Color: White, Size: 8" x 13" (legal), Weight: 0.04 kg (P9.00/pc)		
7	63	piece	Marker, whiteboard, black, felt tip, bullet type (P20.00/pc)		
8	13	piece	Marker, whiteboard, blue, felt tip, bullet type (P20.00/pc)		
9	167	piece	Marker, Permanent, bullet type, black (P30.00/pc)		
10	36	piece	Marker, Permanent, bullet type, blue (P30.00/pc)		
11	9	piece	Marker, Permanent, bullet type, red (P30.00/pc)		
12	210	piece	Notebook, Stenographer, spiral, 40 leaves (P20.00/pc)		
13	32	pad	Notepad, Stick-on, 3X4, 100 sheets per pad (P80.00/pad)		
14	9	pad	Notepad, Stick-on, 2X3, 100 sheets per pad (P50.00/pad)		
15	16	pad	Notepad, Stick-on, 3X3, 100 sheets per pad (P60.00/pad)		
16	11	box	Paper Clip, 33mm, 100 pieces per box or 52 grams (min.) (net of box) (P15.00/box)		
17	25	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal) (P260.00/ream)		
18	22	ream	Paper, Multi-Purpose, 80gsm, size: 210mm x 297mm (A4) (P230.00/ream)		
19	6	ream	Paper, Multi-Purpose, 80gsm, size: 216mm x 330mm (Legal) (P260.00/ream)		
20	5	box	Pencil, lead, w/eraser, wood cased, hardness: HB (P100.00/box)		
21	11	book	Record Book, 300 pages, size: 214mm x 278mm min (P100.00/book)		
22	10	box	Staple Wire, Standard, (26/6) (P30.00/box)		

