



Date: **October 19, 2021**

## REQUEST FOR QUOTATION

Project Number:

Reference PR Number: **21-10-0714**

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 ([mcp.olofernes@philrice.gov.ph](mailto:mcp.olofernes@philrice.gov.ph) / courier - if sealed, addressed to Mr. Kenieth T. Ballenas) or fax at (085) 806-0463 not later than **October 25, 2021**

**KENIETH T. BALLENAS**  
BUYER/CANVASSER

**JASMIN REYES**  
RCEF PMO Local Person

### PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 75,625.30**
- Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
- All bids in excess of the ABC will be rejected.
- 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.
- 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.
- NEW** suppliers are required to submit a photocopy of **valid Mayor's Business Permit, valid PhilGEPS Registration Number and valid PCAB License (if applicable)** together with their quotations. Please disregard if you have submitted an updated copy/ies. This shall be subjected for validation.
- 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.
- 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.

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			<b>Supply &amp; Delivery of Common Office Supplies and Equipment for 3rd &amp; 4th Quarter for RCEF (1 Lot)</b>		
1	120	bottle	ALCOHOL, ethyl, 68%-70%, scented		
2	50	gallon	ALCOHOL, ethyl, 68%-70%, scented		
3	10	box	Clip, backfold, all metal, clamping:19mm (-1mm)		
4	20	piece	Correction Tape, film base type, UL 6m min		
5	1	box	Envelope, expanding, kraftboard, for legal size doc		
6	50	bottle	Hand Sanitizer, 500ml		
7	30	pad	Note Pad, stick on, 50mm x 76mm (2"x3") min		
8	50	ream	Paper, Multi-purpose (copy) A4, 70 gsm		
9	50	ream	Paper, Multi-purpose (copy) Legal, 70 gsm		
10	36	piece	Sign Pen, black, liquid gel ink, 0.5mm needle tip		
11	24	piece	Sign Pen, blue, liquid gel ink, 0.5mm needle tip		
12	10	box	Staple Wire, standard (26/6)		
13	20	pack	Toilet Tissue Paper, 2-ply sheet, 150 pulls		
14	20	roll	Trashbag, plastic, transparent		
			<i>x-x-x-x-x-x nothing follows x-x-x-x-x</i>		

Delivery Period: ☐ 30 calendar days ☐ 15 calendar days ☐ 7 calendar days ☐ Others:

Place of Delivery: ☐ PhilRice AES ☐ ATI-OC ☐ Others:

Price Validity: ☐ 120 calendar days ☐ 60 calendar days ☐ 30 calendar days ☐ Others:

Warranty: ☐ 1 year ☐ 3 months ☐ Others:

Payment Term: ☐ 30 calendar days ☐ 15 calendar days ☐ Others:

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: \_\_\_\_\_

PRRI RFQ Rev 5 Effectivity Date: Oct 29, 2019

