



Date: **October 15, 2021**

REQUEST FOR QUOTATION

Project Number:

Reference PR Number: **21-10-0702**

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 / courier - if sealed, addressed to Mr. Rocky Y. Pagaduan) or fax at (085) 343-0768 not later than **10/18/2021**.

ROCKY Y. PAGADUAN

BUYER/CANVASSER

ADELAIDA B. GIRAY

GAS Coordinator

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 101,307.80**
- 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
Supply & Delivery of various CSE not available in DBM-PS (1 Lot)					
1	15	bot	HAND SANITIZER, 500 ml		
2	72	bot	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)		
3	20	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
4	20	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
5	20	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		
6	15	pc	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves		
7	30	rms	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
8	30	rms	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
9	25	pk	TOILET TISSUE PAPER, 2-ply, 100% recycled (12's)		
10	10	pk	BATTERY, dry cell, AA, 2 pieces per blister pack		
11	10	pk	BATTERY, dry cell, AAA, 2 pieces per blister pack		
12	10	jar	GLUE, all purpose, gross weight: 200 grams min		
13	10	box	STAPLE WIRE, STANDARD, (26/6)		
14	5	roll	TAPE, ELECTRICAL, 18mm x 16M min		
15	15	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)		
16	10	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)		
17	5	pc	RULER, plastic, 450mm (18"), width: 38mm min		
18	10	can	AIR FRESHENER, aerosol, 280ml/150g min		
19	10	pc	BROOM, soft (tambo)		
20	10	pc	Broom Stick (Ting-ting) usable length: 760 mm min		
21	10	bot	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap		
22	15	pk	DETERGENT POWDER, all purpose, 1kg		
23	5	bundle	RAGS, all cotton, 32 pieces per kilogram min		
24	5	pk	TRASHBAG, GPP specs, black, 940mmx1016mm		
25	10	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)		
26	10	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)		
27	10	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)		
28	20	pc	CORRECTION TAPE, film base type, UL 6m min		
29	2	bundle	FOLDER, FANCY, for legal size documents		

30	20	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min		
31	5	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB		
32	10	cart	TONER CART, HP CE285A (HP85A), Black		
33	48	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
34	48	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
35	5	pc	Scissor, stainless, blade length: 8 in min.		
36	2	unit	STAPLER, BINDER TYPE, heavy duty, desktop		
37	10	box	STAPLE WIRE, for heavy duty staplers, (23/13)		
38	10	pc	MAGAZINE FILE BOX, LARGE size, made of chipboard		

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

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