



Date: 2021-11-04

**REQUEST FOR QUOTATION**

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 **November 19, 2021** to **angellanophebe@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**.

**Phebe Gayle M. Angellano**  
BUYER/ CANVASSEER

**Glenda DC. Ravelo**  
Chief Admin Off

**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.

**Procurement Project Title:**  
**Procurement Project No.:**

Procurement of various Semi Expendable office equipment for Research & Development Sector  
ALT22-01-0026C

**PR No.:**

2021-09-5418, 2021-08-5104,  
2021-09-5765, 2021-09-5557,

**Approved Budget of the Contract:**

50,552.84

Item No.	Quantity	Unit	Item and Description	Offer	Unit Price	Total Amount
1	1	unit	cross cut, durable steel bar cutter, automatic start/stop control, noiseless design, removable waste bin, auto stop when waste bin is removed, gray color with black, automatic paper feed sensor, can shred paper clip, staple wire, CD/DVD, credit card, heavy duty, with wheels, shredding cap 10 sheets of 70 gsm, cut size 25x10mm-confetti cut/2 mm x 10 mm micro cut, shredding speed 1 letter size 25 sec, waste bin cap 30 li, <b>Paper Shredder</b>			
2	2	unit	Air purifier Room air purifier HEPA H13 or higher filter classification with carbon filter air ionixer covers up to 50sqm lder			
3	1	unit	Paper Shredder - can shred CD, credit cards, paper clips, staples Cutting method: Cross-cut Cutting speed: Approx. 2 m/minute for one 80 gsm sheet Approx. 1.5 m/minute for ten 80 gsm sheet. Approx. 1 m/ minute for one credit card. Approx. 1 m/minute for one CD. Maximum cutting capacity: 10 sheets (80 gsm) Or1 CD Or 1 credit card MODEL: Cross-Cut Shredder PBS-14-17 SIZE: 355mm x 230mm x 450mm (WDH)			





Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
4	1	unit	WEIGHT: 5.4 kgs. -Shred Type: Strip Cut -Capable of shredding : paper cd and credit card. -Shred Size: 7mm (strip cut) - Maximum Sheet Capacity : 7sheets - CD and Credit Card: 1pc. - Waste Container Capacity: 13 liters - Cutting speed: 2.4m-min - Mode sensing switch: AUTO OFF - REVERSE Function 1 YEAR CARRY-IN WARRANTY			
5	2	unit	Air purifier Air Purifier with UV Light ,5 Stage Filtration HEPA Filter ,Timer, LCD Touch Panel & Remote  Specification: Power Rating: 120W Voltage: 220V Frequency: 50Hz Dimensions: 37cm x 21cm x 62cm			

**TERMS AND CONDITIONS**

Delivery Period:  
Place of Delivery:

30 calendar days

- Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija
- ATI Building, Elliptical Road, Diliman, Quezon City
- Others:

Warranty:

1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)

Payment Term:

30 calendar days

1. Price Quotations must be valid for a period of 45 calendar days from the deadline of submission.
  2. 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).
  3. Price Quotations exceeding the Approved Budget for the Contract shall be rejected.
  4. 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 specifications and other terms and other terms and conditions stated herein
  5. 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 "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
  6. 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.
  7. The item/s shall be delivered according to the requirements specified in the Conformed Purchase Order or Contract.
  8. 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.
  9. 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 liquidated damages reaches ten (10) percent of the amount of contract, without prejudice to other courses of actions and remedies open to it.
  10. 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.
  11. 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.
  12. 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 accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's/Supplier's account.
- 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: \_\_\_\_\_

