





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/CANVASSER


Glenda DC. Ravelo
Chief Admin Off 11/12

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 of various uncommon office supplies for Central Warehouse Stock replenishments
Procurement Project No.: ALT22-01-0025C **PR No.:** 2021-09-5860, 2021-09-5862,
Approved Budget of the Contract: 273,162.01

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	52	piece	Meter stick, length- 1M, plastic or wood			
2	19	pack	Rechargeable Battery, AA, 2 pcs/blister pack			
3	850	piece	Mailing envelope, Ordinary w/o logo, 4 x 9-1/2"			
4	206	piece	Ordinary, Black, Ballpen			
5	101	pack	Photo paper, A4, 20 pcs/pack			
6	311	piece	Fine point, Blue, Ballpen			
7	317	pack	Alkaline, AA, 2 pcs/pack, Battery			
8	15	roll	Masking Tape, 3/4 x 50m			
9	116	piece	Permanent marker, Broad, black, chisel tip			
10	4	bottle	Refill Ink, Black, for Permanent Marker			
11	4	roll	Magic tape, 1", 24 mm x 50m.			
12	21	box	Rubberband, No. 18, 350gms, 70mm min lay flat length			
13	75	pack	Special paper, legal, cream, 10 pcs/pack			





Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
14	6	piece	Medium, 300 pp, size 11 x 6-1/2"	Record Book		
15	20	piece	Morocco, clear cover with slide, Legal			
16	10	pack	Bristol board, A4, green, 220 gsm, 100's/pack			
17	40	roll	Duct tape (cloth-backed), 48mm x 50m			
18	115	piece	Magazine file, big w/ closed ends & finger ring, 5x9x15-3/4"			
19	72	pack	Sticker paper, A4, 10 pcs/pack			
20	271	piece	Fine point, black,	Ballpen		
21	155	piece	Butterfly Clip, Small			
22	16	ream	Colored paper, A4, blue, substance 16, 500's/ream			
23	5	pack	Bristol board, legal, White, 220gsm, 100's/pack			
24	139	pack	Alkaline, AAA, 4pcs/pack,	Battery		
25	11	piece	Small, 300pp, size 8 x 5"	Record Book		
26	1	ream	Colored paper, A4, green, substance 16, 500's/ream			
27	6	piece	Clip board, legal			
28	28	pack	Dry cell, C, 2 pcs /pack,	Battery		
29	16	box	Paper fastener, plastic, 50 sets/box			
30	8	piece	Medium, 500 pp, size 11 x 6-1/2"	Record Book		
31	13	piece	Stapler, with side remover			
32	65	piece	Documentary, Legal size,	Envelope		
33	20	piece	Hard plastic, with clip,	ID Jacket		
34	40	ream	Colored paper, legal, green, substance 16, 500s/ream			
35	6	roll	Binding tape, 2", blue			
36	20	piece	Spiral notebook, 80 pp, (148mm x 200mm)			
37	33	pack	Dry cell, 9v (pack of 2),	Battery		
38	7	pack	Bristol board, Legal, yellow, 220 gsm, 100's/pack			
39	4	piece	Rechargeable battery, 9V			
40	33	piece	Data folder, 3 hole with finger ring, legal size			
41	5	piece	Small, 150pp, size 8 x 5"	Record Book		





Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
42	4	pack	Laminating film, A4, 125 mic			
43	20	pack	Bristol board, A4, White, 220 gsm, 100s/pack			
44	25	pack	Special paper, Cream, 8-1/2" x 11" , A4, 20pcs/pack			
45	197	piece	Pressboard, expanding w/o tab, for legal size papers			
46	10	piece	Fine point, Green , Ballpen			
47	95	piece	Alkaline, 9V , Battery			
48	47	ream	Plain Paper Copier, A3, 11.7" X 16 5", subs. 80gsm, 500's/ream			
49	12	box	Staple Wire, T50, 1/2"x12mm, 1000pcs/box			
50	5	piece	Alkaline, AAA, 2 pcs/pack, Battery			
51	105	piece	Fine point, red , Ballpen			
52	7	roll	Binding tape, 2", black, 48mm x 50m.			
53	2	pack	Bristol board, Letter, blue, 220 gsm, 100's/pack			
54	16	piece	Fluorescent highlighter, assorted colors			
55	1	piece	Envelope with partition, Legal, plastic			
56	6	roll	Binding tape, 2", green, 48mm x 50m			
57	8	box	Continuous form, 4 ply, 11" x 9.5"			
58	75	piece	Documentary, A4 size, Envelope			
59	1	pack	Push pin, 100 pcs/pack			
60	25	pack	Bristol board, legal, blue, 220 gsm, 100's/pack			
61	27	pack	Bristol board, Legal , green, 220 gsm, 100's/pack			

TERMS AND CONDITIONS

Delivery Period: calendar days

Place of Delivery: 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: _____

