

Date: November 18, 2021

## REQUEST FOR QUOTATION

Project Number: \_\_\_\_\_

Reference PR Number: 21-11-0819

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)343-0768 not later than November 23, 2021.

**KENIETH T. BALLENAS**  
BUYER/CANVASSER

**JASMIN S. REYES**  
RCF PMO Focal Person

### PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 126,350.00**
- 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.

**\*\*\* Partial bid is accepted \*\*\***

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			<b>Supply &amp; Delivery of Office Supplies for Training of Trainers &amp; Short Courses on Integrated Pest and Nutrient Management</b>		
1	150	piece	Notebook (80 leaves)		
2	150	piece	Permanent Marker, Blue (broad), Refillable		
3	150	piece	Permanent Marker, Black (broad), Refillable		
4	50	piece	Whiteboard Marker, Blue, Refillable		
5	50	piece	Whiteboard Marker, Black, Refillable		
6	300	piece	ID Lace (150 black, 150 blue)		
7	100	roll	Masking Tape, 2 inches		
8	50	roll	Masking Tape, 1 inch		
9	30	piece	Scissors, heavy duty, black		
10	15	ream	Paper, Multipurpose (Copy) Legal, 70 gsm		
11	40	ream	Paper, Multipurpose (Copy) A4, 70 gsm		
12	40	piece	Glue, all purpose, 240g		
13	100	box	Surgical Face Mask, 3 ply (50's)		
14	60	piece	Certificate Holder/Jacket, A4, Blue		
15	60	piece	Certificate Holder/Jacket, A4, Black		
16	5	pack	Trashbag, GPP specs, black, big		
17	25	box	Ballpen, black, 0.05 ballpoint		
18	80	bottle	Alcohol, ethyl, 72% scented, 500ml		
19	50	ream	Certificate Paper, A4, board type, 10 sheets		
20	2	unit	Battery Charger, heavy duty, (for AA, AAA)		
21	10	pair	Rechargeable Battery, AA		
22	80	piece	ID Jacket/Holder, A3 (115x92mm)		
23	200	piece	ID Jacket/Holder, B3 (120x93mm)		
24	8	box	Gun Tacker Wire, 4-8mm-0.7mm		
25	150	piece	Transparent plastic envelope with handle, long, push lock		
			<i>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