



REQUEST FOR QUOTATION (RFQ)

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 8, 2021 at 9:00AM to [mjc.lopez@mail.phricr.gov.ph](mailto:mjc.lopez@mail.phricr.gov.ph) or [marfkim@gmail.com](mailto:marfkim@gmail.com) or [ppmu-pmd@gmail.com](mailto:ppmu-pmd@gmail.com) or send via fax or drop at PPMU box at Procurement Management Division (PMD) Office, Maligaya, Science City of Muñoz, Nueva Ecija. For any clarification you may call/send through fax to (044) 456-0650 or Marie Joy C. Lopez No. 09088661762 or PPMU no. 09435623878 / 09150816864

*Maryeloy Lopez*  
Maryeloy Lopez

*SOPHIA T. BARRIA*  
Sophia T. Barria

BUYER/CANVASSER

Division Head

<p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Accomplish this RFQ correctly and accurately.</li> <li>2. Please do not leave any blank items. Indicate "0" if item being offered is for free and "NO BID" if no offer.</li> <li>3. Do not alter the contents of this form in any way.</li> <li>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.</li> <li>5. Failure to follow these instructions will disqualify your quotation.</li> <li>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.</li> </ol>	<p>Project Title: Food catering services for the Tower Lighting Preparation and Program and PhilRice Yearend Party Project No. GAS-001-022 Proc Code: OMO-06 Approved Budget of the Contract: 252,000.00 Reference PR No.: 2021-10-6199 and 2021-10-6151</p>
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Item No.	Quantity	Unit	Item and Description	Offer	Unit Price	Total Amount
1	1	LOT	<p><b>Per Request:</b> Name of Activity: Tower Lighting Preparation Date: 11/08-12/2021   11/15-19/2021   11/22-26/2021   11/29/2021 - 12/03/2021 Place of delivery: Tollgate/PPD Office</p> <p>20 PAX per Day per AM Snack and PM Snack (400 PAX) AM Snacks (packed) (09:30 AM)   Phip 50/pack (400 PAX) PM Snack (packed) (02:30 PM)   Phip 50/pack</p> <p>Menu: 11/08/2021 (AM Snack): Bread and Drinks 11/08/2021 (PM Snack): Pasta and Drinks 11/09/2021 (AM Snack): Bread and Drinks 11/09/2021 (PM Snack): Bread and Drinks 11/10/2021 (AM Snack): Bread and Drinks 11/10/2021 (PM Snack): Bread and Drinks 11/11/2021 (AM Snack): Pasta and Drinks 11/11/2021 (PM Snack): Pasta and Drinks 11/12/2021 (AM Snack): Bread and Drinks 11/12/2021 (PM Snack): Rice kakanin and drinks 11/13/2021 (AM Snack): Bread and Drinks 11/13/2021 (PM Snack): Rice kakanin and drinks 11/14/2021 (AM Snack): Bread and Drinks 11/14/2021 (PM Snack): Bread and Drinks 11/15/2021 (AM Snack): Bread and Drinks 11/15/2021 (PM Snack): Bread and Drinks 11/16/2021 (AM Snack): Bread and Drinks 11/16/2021 (PM Snack): Bread and Drinks 11/17/2021 (AM Snack): Bread and Drinks 11/17/2021 (PM Snack): Bread and Drinks 11/18/2021 (AM Snack): Bread and Drinks 11/18/2021 (PM Snack): Bread and Drinks 11/19/2021 (AM Snack): Bread and Drinks 11/19/2021 (PM Snack): Bread and Drinks 11/20/2021 (AM Snack): Bread and Drinks 11/20/2021 (PM Snack): Bread and Drinks 11/21/2021 (AM Snack): Bread and Drinks 11/21/2021 (PM Snack): Bread and Drinks 11/22/2021 (AM Snack): Bread and Drinks 11/22/2021 (PM Snack): Bread and Drinks 11/23/2021 (AM Snack): Bread and Drinks 11/23/2021 (PM Snack): Bread and Drinks 11/24/2021 (AM Snack): Bread and Drinks 11/24/2021 (PM Snack): Bread and Drinks 11/25/2021 (AM Snack): Bread and Drinks 11/25/2021 (PM Snack): Bread and Drinks 11/26/2021 (AM Snack): Bread and Drinks 11/26/2021 (PM Snack): Bread and Drinks 11/27/2021 (AM Snack): Bread and Drinks 11/27/2021 (PM Snack): Bread and Drinks 11/28/2021 (AM Snack): Bread and Drinks 11/28/2021 (PM Snack): Bread and Drinks 11/29/2021 (AM Snack): Bread and Drinks 11/29/2021 (PM Snack): Bread and Drinks 11/30/2021 (AM Snack): Bread and Drinks 11/30/2021 (PM Snack): Bread and Drinks 12/01/2021 (AM Snack): Bread and Drinks 12/01/2021 (PM Snack): Bread and Drinks 12/02/2021 (AM Snack): Bread and Drinks 12/02/2021 (PM Snack): Bread and Drinks 12/03/2021 (AM Snack): Bread and Drinks 12/03/2021 (PM Snack): Bread and Drinks 12/04/2021 (AM Snack): Bread and Drinks 12/04/2021 (PM Snack): Bread and Drinks 12/05/2021 (AM Snack): Bread and Drinks 12/05/2021 (PM Snack): Bread and Drinks</p> <p>Note: Distribution/delivery services included; Food Committee will conduct a food tasting, inspection of food portions</p>			
2	1	LOT	<p>Activity: Tower Lighting Program Date: 12/01/2021 Place of delivery: Cafeteria Extension (200 PAX) PM Snack (packed) (02:30 PM)   Phip 400/pack</p> <p>Menu: Sandwich/bread/pasta/fruits, drinks</p> <p>Note: Distribution/delivery services included; Food Committee will conduct a food tasting, inspection of food portions</p>			
3	1	LOT	<p>Menu and snacks</p> <p>Name of Activity: Institute Yearend Party Date: 12/16/2021 Place of delivery: Cafeteria Extension (40 PAX) Breakfast (packed) (08:00 AM) (60 PAX) AM Snacks (packed) (09:30 AM) (900 PAX) Lunch (packed) (11:30 AM) (40 PAX) PM Snack (packed) (02:30 PM)</p> <p>Breakfast: Phip 150/participant AM Snacks: Phip 50/participant Lunch: Phip 200/participant PM Snacks: Phip 50/participant</p> <p>Menu: for Breakfast and Lunch: Coffee/Tea/Drinks, Rice, Meat (Beef/Pork/Chicken/Fish), Vegetables, Dessert for AM Snack and PM Snack: Sandwich/bread/pasta/fruits, drinks</p> <p>Note: Distribution/delivery services included; Food Committee will conduct a food tasting, inspection of food portions</p>			
					<b>TOTAL</b>	

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Sir/Madam,

TERMS AND CONDITIONS

Delivery Period: *as specified per line item*  
 Place of Delivery: *Philippine Rice Research Institute, Maligaya, Science City of Muñoz, 3119, Nueva Ecija*  
 Warranty: *1 year (non-consumable supplies/equipment), and 3 months (consumable supplies)*  
 Payment Term: *30 Calendar Days after completion of delivery*

- Price Quotations must be valid for a period of 120 calendar days from the deadline of submission.
- Price quotations shall include all taxes, duties and/or levies. Deductions of 5% VAT & 4% EWT (for goods) or 5% VAT & 2% EWT (for services).
- Price Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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
- 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 GPPP Circular 06-2005.
- 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.
- The item/s shall be delivered according to the requirements specified in the Conformant Purchase Order or Contract.
- 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.
- 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.
- 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.
- 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 GPPP PRIOR TO PAYMENT of the goods delivered/services rendered.
- 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, /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: \_\_\_\_\_  
 LandBank Account number (Optional): \_\_\_\_\_

PRR/RQ Rev. & Effectivity Date: February 01, 2021



PhilRice Central Experiment Station, Maligaya, Science City of Muñoz, 3119 Nueva Ecija, Philippines  
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 Country: \_\_\_\_\_ / [prf1.malig@philrice.gov.ph](mailto:prf1.malig@philrice.gov.ph) / [prf1.malig@philrice.gov.ph](mailto:prf1.malig@philrice.gov.ph) / [prf1.malig@philrice.gov.ph](mailto:prf1.malig@philrice.gov.ph)