



Date: 2021-11-15

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 24, 2021, 5:00 PM** to [jkphilrice@gmail.com](mailto:jkphilrice@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 **0917-152-1170**.

  
**JAN KARLO D. LUCAS**  
BUYER/CANVASSER

  
**GLENDA DC. RAVELO**  
Chief Admin Officer

**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 Common Use Supplies-Office Supplies (1st & 2nd Quarter)

Procurement Project No.: SB 22-01-04 PR No.: 2021-09-5863

Approved Budget of the Contract: PhP 507,098.52

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	3	box	Envelope, Documentary, Legal, 500 pcs/box			
2	76	box	Clip, Backfold, 50mm (2"width), 12 pcs/box			
3	45	piece	Notebook, Steno notebook, spiral, 40 pages			
4	214	pad	Notepad, Stick on, 2 x 3 "			
5	41	box	Pencil, Pencil lead, w/ eraser, wood cased, hardness: HB			
6	111	pad	Notepad, Stick on, 3 x 4 "			
7	559	ream	Paper, Plain paper copier, legal, min 80gsm. 216 x 330 mm			
8	80	box	Paper fastener, metal, 50Sets/box			
9	15	piece	Folder, Morocco paper folder, Fancy, A4			
10	10	piece	Record book, ORB, 300 pp, 214mm x 278mm			
11	625	piece	Sign pen, Blue, liquid/gel ink, 0.5 mm needle tip			
12	309	pack	Battery, Dry cell, AA, 2 pcs/blister pack			
13	5	piece	Office tool, Puncher, Heavy duty, 2 hole with guide			
14	592	ream	Paper, Plain paper copier, A4, min 80gsm, 210 x 297mm			
15	135	box	Staple wire No. 35, 26/6			
16	9	box	Paper clip, Vinyl coated, #50mm, 120g			
17	115	roll	Tape, Transparent tape, width: 1" (24mm x 50m) (±1mm)			
18	144	piece	Marker, Permanent marker, Bullet type, black			
19	106	roll	Tape, Packaging tape, 2" (48mm x 50m)			
20	80	piece	Folder, Data folder, top binding, 2 hole, chipboard, taglia lock			
21	74	piece	Sign pen, Red, liquid/gel ink, 0.5 mm needle tip			
22	173	pack	Battery, Dry cell, AAA, 2 pcs/ blister pack			





23	7	box	Envelope, Expanding envelope, Legal, Kraftboard, 100 pcs per box		
24	4	piece	Record book, ORB, 500 pp, 214mm x 278mm		
25	9	piece	Cutter, Cutter knife, retractable, heavy duty		
26	25	piece	Marker, Whiteboard marker, Black		
27	605	piece	Sign pen, Black, liquid/gel ink, 0.5 mm needle tip		
28	40	roll	Tape, Transparent tape, width: 2" (48mm x 50m) (±1mm)		
29	35	piece	Office tool, Scissors, symmetrical, blade length: 65mm min		
30	116	pad	Notepad, Stick-on, 3 x 3 "		
31	74	roll	Masking tape, 2" (48mm x 50m)		
32	16	piece	Glue, White glue, 200 g.		
33	3	tube	Blade, Cutter blade, 10 pieces/ tube, 7"w		
34	11	bottle	Ink, Stamp pad ink, 50ml, purple/violet/blue		
35	141	piece	Correction tape, film base type, UL 6m min		
36	35	piece	Marker, Permanent marker, Bullet type, blue		
37	31	box	Label, Index tab, Self-adhesive, assorted colors, 5 set/box		
38	55	piece	Envelope, Expanding envelope, Legal, Kraftboard		
39	30	piece	Marker, Whiteboard marker, Blue		
40	44	box	Clip, Backfold, 32mm (1 1/4"width), 12 pcs/box		
41	50	box	Clip, Backfold. 19mm (3/4" width), 12 pcs/box		
42	2	piece	Office tool, Stapler, standard type, load cap: 200 staples min		
43	5	piece	Eraser, Felt eraser, for whiteboard, 3/4" thick		
44	20	piece	Office tool, Tape dispenser, table top, for 1" width tape		
45	5	box	Film, Carbon film, PE, black, size 216mm x 330mm		
46	20	piece	Organizer, Clearbook, 20 transparent pockets, for LEGAL size		
47	156	piece	Folder, Morocco paper folder, Fancy, Legal		
48	1	box	Envelope, Documentary, A4, 500 pcs/box		
49	43	box	Clip, Backfold, 25mm (1"width), 12 pcs/box		
50	102	piece	Folder, Pressboard with metal tab, Legal		
51	95	roll	Tape, Masking tape, 1" (24mm x 50m)		
52	5	set	Highlighter, Fluorescent highlighter, 3 colors/set		
53	50	piece	Folder, Tagboard with tab, A4, 14 pts		
54	10	piece	Office tool, Ruler, plastic, 450mm (18"), width: 38mm min		
55	20	piece	Marker, Permanent marker, Bullet type, red		
56	25	box	Paper, Parchment paper, 100's		



57	10	piece	Eraser, Pencil eraser , rubber, soft, 60mm x 20 x 110			
58	50	piece	Folder, L-Type folder, A4 , closed bottom, clear			
59	12	box	Clip, Paper clip, Vinyl coated, #33mm, 52 g			
60	5	piece	Organizer, Magazine file, large size, made of chipboard			
61	3	piece	Office tool, Stapler, binder type, desktop			
62	2	piece	Office tool, Pencil sharpener, manual			
63	5	piece	Organizer, Clearbook, 20 transparent pockets, for A4 size			
64	50	piece	Folder, L-Type folder, Legal, closed bottom, clear			
65	1	piece	Stamp pad, Felt stamp pad, bed dimension:60mm x 100mm			
66	25	piece	Folder, Tagboard, legal, 14 pts			
67	2	box	Office tool, Staple remover, plier type			

**TERMS AND CONDITION**

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: \_\_\_\_\_

