



# Philippine Rice Research Institute

BICOL STATION

## REQUEST FOR QUOTATION

Date: 12/07/21  
Project Number: Project 3.5  
Reference PR Number: PR-RCP21-12-0002

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 at [bclbac.secretariat@mail.philrice.gov.ph](mailto:bclbac.secretariat@mail.philrice.gov.ph) - if sealed, addressed to Mr. Ian Stallone G. Palima or fax at \_\_\_\_\_ not later than **December 13, 2021**.

**IAN STALLONE G. PALIMA**

Canvasser

**JULIAN C. MACADAMIA**

RCEF Coordinator

### PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **Php 324,530.00**
2. Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
3. 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 specifications.
4. **Complete technical specifications, brand, and model** must be indicated in the price quotation for evaluation purposes.
5. 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.
6. All bids in excess of the ABC will be rejected.
7. 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.
8. **NEW** suppliers or those without updated file of the required documents are required to submit a photocopy of **valid Mayor's Business Permit** and **valid PhilGEPS Registration Number PRIOR to the opening/evaluation of offer/s**. A supplier who already submitted an updated copy of these documents is no longer required to submit.
9. The winning Bidder is required to submit a photocopy of **Income/Business Tax Return** and original copy of **Omnibus Sworn Statement** prescribed by the GPPB **PRIOR TO PAYMENT** of the goods delivered/services rendered.

| Item No. | Quantity | Unit  | Item and Description  | Unit Price | Total Amount |
|----------|----------|-------|---|------------|--------------|
|          |          |       | <b>Supply and Delivery of Various Office Supplies and Equipment for RCEF at DA-PhilRice Bicol Station</b> |            |              |
| 1        | 370      | piece | Ballpen, Type: Ordinary, Nib Size: 0.5 mm, Ink Color: Black (P17.00/piece)                                |            |              |
| 2        | 280      | piece | Sign Pen, Nib Size: 0.5 mm, Ink Color: Black (P100.00/piece)  |            |              |
| 3        | 200      | piece | Sign Pen, Nib Size: 0.5 mm, Ink Color: Violet (P45/piece)   |            |              |
| 4        | 20       | pack  | Marker, Type: Fluorescent, Content: 3 pcs/pack, Color: Assorted (P50.00/pack)                             |            |              |
| 5        | 340      | piece | Marker, Type: Whiteboard, Color: Black (P40.00/piece)   |            |              |
| 6        | 20       | piece | Marker, Type: Whiteboard, Color: Blue (P40.00/piece)  |            |              |
| 7        | 20       | piece | Marker, Type: Whiteboard, Color: Red (P40.00/piece)   |            |              |
| 8        | 200      | piece | Marker, Type: Permanent, Color: Black (P30.00/piece)  |            |              |
| 9        | 5        | piece | Eraser, Type: For Whiteboard, Dimension (Length: 5", Width: 2, Depth: 1") (P30.00/piece)                  |            |              |
| 10       | 70       | ream  | Paper, Size: 210mm x 297mm (A4), Thickness: 80 GSM, Multicopy (P230.00/ream)                              |            |              |
| 11       | 70       | ream  | Paper, Size: 216mm x 330mm (Legal), Thickness: 80 GSM, Multicopy (P260.00/ream)                           |            |              |
| 12       | 200      | piece | Manila Paper (P5.00/piece)  |            |              |
| 13       | 25       | box   | Clip, Type: Backfold, Size: 19 mm (P15.00/box)  |            |              |
| 14       | 25       | box   | Clip, Type: Backfold, Size: 25 mm (P26.00/box)  |            |              |
| 15       | 18       | box   | Paper Clip, Material: Vinyl/Plastic Coat, Length: 33mm min (P15.00/box)                                   |            |              |
| 16       | 10       | piece | Desk Tray, Material: Metal Mesh, No. of Layers: 3 (P600.00/piece)   |            |              |
| 17       | 20       | piece | Correction Tape, Type: Film-Based Type, Width: 6mm, Length: 6m min (P22.00/piece)                         |            |              |
| 18       | 500      | set   | ID lace/Lanyard, Plain, With Hook and Plastic ID holder (P20.00/piece)                                    |            |              |



|    |     |        |  |              |  |
|----|-----|--------|--|--------------|--|
| 19 | 3   | bottle | Stamp Pad Ink, Color: Purple or Violet (P40.00/bottle)   |              |  |
| 20 | 21  | case   | Push Pin, Type: Flat Head type, Color: Assorted, 100 pcs/case (P35.00/case)  |              |  |
| 21 | 20  | piece  | Folder, Type: Pressboard, Size: 240mm x 370mm (P20.00/piece)   |              |  |
| 22 | 10  | piece  | Folder, Type: Tagboard, Color: White, Size: 216mm x 330mm min (P15.00/piece)   |              |  |
| 23 | 10  | piece  | Magazine File Box, Dimension (Height: 29.5cm, Length: 26.5cm, Width: 13.5cm), with close ends and finger ring (P60.00/piece) |              |  |
| 24 | 2   | pack   | Laminating Film, Thickness: 125 microns, Size: 216mm x 303 mm (for A4 size documents), 100 sheets/pack (P1,000.00/pack)      |              |  |
| 25 | 75  | piece  | Meter Stick, Material: Plastic (P60.00/piece)  |              |  |
| 26 | 5   | pack   | Photo Paper, Thickness: 180gsm, Size: 210mm x 297mm (A4), Sheet Quantity: 20 sheets/pack (P160.00/pack)                      |              |  |
| 27 | 3   | book   | Record Book, No. of Pages: 500 pages, Size: 214mm x 278mm (P250.00/book)   |              |  |
| 28 | 10  | book   | Record Book, No. of Pages: 300 pages, Size: 135mm x 210mm (Tablet Size) (P100.00/book)                                       |              |  |
| 29 | 15  | pad    | Note Pad, Size: 2"x 3", No. of Sheets: 100 sheets/pad (P30.00/pad)   |              |  |
| 30 | 30  | box    | Pencil, Lead with Eraser, Wood Cased, Hardness : HB (P100.00/box)  |              |  |
| 31 | 20  | pair   | Scissors, symmetrical, blade length: 65mm, 1 piece in individual plastic (P60.00/pair)                                       |              |  |
| 32 | 13  | piece  | Stapler, Standard Type, load cap: 200 staples min (P200.00/piece)  |              |  |
| 33 | 25  | box    | Staple Wire, Type: Standard No. 35, Content: 5,000 pcs/box (P35.00/box)  |              |  |
| 34 | 5   | piece  | Staple Remover, Plier Type (P73.00/piece)  |              |  |
| 35 | 5   | piece  | Stamp pad, felt, bed dimension: 60mm x 100mm (P50.00/piece)  |              |  |
| 36 | 4   | piece  | Rubber Stamp "Certified True Copy" (P300.00/piece)   |              |  |
| 37 | 5   | piece  | Rubber Stamp "Received and Date" (P300.00/piece)   |              |  |
| 38 | 500 | piece  | Certificate Holder, For A4 size papers (P40.00/piece)  |              |  |
| 39 | 500 | piece  | Data Folder, Size: 75 mm x 230 mm x 380 mm min (P170.00/piece)   |              |  |
| 40 | 50  | piece  | Data Folder, Size: 75 mm x 285 mm x 320 mm min (P300.00/piece)   |              |  |
| 41 | 300 | piece  | Notebook, Ring Type, No. of Leaves: 80 min (P100.00/piece)   |              |  |
| 42 | 7   | piece  | Cork Board, Size: 210mm x 297mm (P1,680.00/piece)  |              |  |
| 43 | 1   | piece  | Cork Board, with frame, Width: 3', Length: 5' (P3,000.00/piece)  |              |  |
| 44 | 12  | pack   | Time Card for Bundy Clock, Size: Standard, Content: 100pcs/pack (P600.00/pack)   |              |  |
| 45 | 5   | roll   | Tape, Type: Masking, Width: 48mm (P120.00/roll)  |              |  |
| 46 | 5   | roll   | Tape, Type: Transparent, Width: 48mm (P100.00/roll)  |              |  |
| 47 | 2   | roll   | Tape, Type: Packaging, Width: 48mm (P50.00/roll)   |              |  |
| 48 | 3   | piece  | Whistle with Lanyard (P100.00/piece)   |              |  |
| 49 | 50  | pack   | Paper, Specialty, Thickness: 185 GSM, Color: Cream, Size: 8.3" x 11.7" (A4), Sheet Quantity: 10 sheets/pack (P50.00/pack)    |              |  |
| 50 | 1   | piece  | Ruler, Material: Plastic, Length: 450mm (18"), Width: 38mm min (P50.00/piece)  |              |  |
| 51 | 20  | pack   | Sticker Paper, Glossy, Size: 210mm x 297mm (A4), 10 sheets/pack (P50.00/pack)  |              |  |
| 52 | 1   | unit   | Puncher, for Paper, with 2 Hole Guide, heavy duty (P200.00/unit)   |              |  |
| 53 | 7   | unit   | Cutter Knife, Type: Heavy Duty (P120.00/unit)  |              |  |
| 54 | 6   | bundle | Folder, Fancy, for A4 size documents (P385.00/bundle)  |              |  |
| 55 | 3   | piece  | Police Baton (P600.00/piece)   |              |  |
| 56 | 20  | yard   | Geena Cloth, Color: Yellow (P20.00/yard)   |              |  |
| 57 | 20  | yard   | Geena Cloth, Color: Green (P20.00/yard)  |              |  |
| 58 | 20  | yard   | Geena Cloth, Color: White (P20.00/yard)  |              |  |
|    |     |        | <b>Place of Delivery: DA-PhilRice Bicol, Purok6, Batang, Ligao City, Albay</b>   |              |  |
|    |     |        | <b>***nothing follows***</b>   |              |  |
|    |     |        |  |              |  |
|    |     |        |  | <b>TOTAL</b> |  |



Delivery Period: ☐ 30 calendar days ☒ 15 calendar days ☐ 7 calendar days ☐ Others: \_\_\_\_\_  
 Warranty: ☐ 1 year ☐ 3 months ☐ Others: \_\_\_\_\_  
 Price Validity: ☐ 120 calendar days ☐ 60 calendar days ☐ 30 calendar days ☐ Others: \_\_\_\_\_  
 Delivery Term: ☒ DA-PhilRice Bicol ☐ Others: \_\_\_\_\_  
 Payment Term: ☐ 30 calendar days ☐ 15 calendar days ☐ Others: \_\_\_\_\_

After having carefully read and accepted your Procurement Terms & Conditions, I/We quote you on the item at prices noted above.

Email Address: \_\_\_\_\_  
 Company TIN: \_\_\_\_\_  
 Please Check ☒ VAT ☐  
 Non-VAT ☐

PRINTED NAME/SIGNATURE \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

