



Date: 2021-11-17

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 **December 06, 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 **044-4560650** or PPMU no. **09435623878/ 09150816864**.

Maw
Phebe Gayle M. Angellano
BUYER/CANVASSER

Glenda DC. Ravelo
Glenda DC. Ravelo
Chief Admin Off

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 Procurement Office Supplies for Research and Development Sector
Procurement Project No.: ALT22-01-0040C **PR No.:** 2021-09-5790, 2021-09-5588, 2021-09-5319, 2021-09-5417, 2021-09-5301, 2021-09-5348, 2021-09-5219, 2021-09-5172, 2021-09-5168, 2021-09-5240, 2021-09-5242, 2021-09-5231, 2021-09-5530, 2021-09-5305, 2021-09-5665, 2021-09-5683, 2021-09-5152, 2021-09-5767,

Approved Budget of the Contract: 95,600.96

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	7	roll	Binding tape , 1" , Black (25mm x 25m) Bookbinding tape, 2 inches, black			
2	7	roll	Binding tape, 1", white Bookbinding tape, 1 inch, white			
3	5	roll	Double adhesive tape without foam Double adhesive tape without foam, ultra-thin, 36 mm x 10m			
4	5	roll	Double adhesive tape without foam Double adhesive tape without foam, ultra-thin, 24 mm by 10m			
5	100	pack	Sticky flag Neon Color of Sticky Notes Bookmark Sticker			
6	40	piece	Certificate holder, 11-1/2 x 9"			
7	5	roll	Double adhesive tape without foam Double adhesive tape without foam			
8	19	pack	Sticky flag With "Sign Here" note and transparent.			
9	7	pack	Acetate film sheet, 200 microns Clear, Letter size, 100 sheets/pack			
10	5	pack	Acetate film sheet 200 microns			



Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
				Clear, Legal size, 100 sheets/pack		
11	3	ream		Morocco board, 8.5x11", 100s/ream color: Blue		
12	2	ream		Morocco board, 8.5x13", 100s/ream color: Blue		
13	35	piece		Blue, 0.7 mm needle tip Sign pen, Blue, 0.7 mm needle tip		
14	20	piece		Permanent marker, twin tip (broad and fine) permanent marker, pointed		
15	5	roll		Reflective tape Reflective tape 50mm x 5 meters, color combination of red and yellow & red		
16	100	piece		Catalog Envelope, legal size Catalog Envelope for legal size document		
17	100	piece		Catalog Envelope, A4 size Catalog Envelope for A4 size documents.		
18	1000	piece		Documentary, 13 x 6" Envelope, Documentary, 13" x 6", hard, brown		
19	30	piece		Sintra board Board, Sintra board A4, 5mm thick, lightweight, good for die cutting and standees		
20	30	piece		Sintra board Board, Sintra board 1ftx2ft, 5mm thick, lightweight, good for die cutting and standees		
21	4	piece		Dry cell, A76, alkaline Battery Dry Cell, D, 1.5 volts, Alkaline		
22	10	roll		Double adhesive tape without foam double adhesive tape w/o foam		
23	4	piece		Storage box with lid, Kraft Blue, 100L capacity L-58cm W-43cm Height-30cm		
24	4	piece		Styrofoam 3/4 inches thick		
25	20	piece		Permanent marker, twin tip (broad and fine) Black		
26	10	pack		Rechargeable Battery, AAA, 2 pcs/blister pack Cell size: AAA Type: Rechargeable Volt: 1.2 700mAh Pre-Charged Up to 5 years Battery Life Charges up to 1000 cycles Long Shelf Life Original Sealed in Blister Pack		
27	3	pack		Certificate paper 220gsm, specialty board certificate; A4, 10s/pack; color white		
28	10	piece		Certificate holder, 11-1/2 x 9" A4 size; super clear transparency, with flap to prevent certificates from falling off. With 2 hangers for portrait and landscape orientation		
29	8	pack		Rechargeable Battery, AAA, 2 pcs/blister pack Rechargeable Battery, AAA, 2 pcs/blister pack		
30	60	piece		Blue, 0.7 mm needle tip Blue, 0.7 mm needle tip		



Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
			0.7mm blue			
31	40	roll	Double adhesive tape without foam tape without foam 3/4inches x 16.4feet Double adhesive tape without foam			
32	30	piece	Erasable pen Black, 0.5mm retractable			
33	15	piece	Erasable pen Red, 0.5 mm retractable			

TERMS AND CONDITIONS

Delivery Period:	30 calendar days
Place of Delivery:	<input type="radio"/> Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija <input type="radio"/> ATI Building, Elliptical Road, Diliman, Quezon City <input type="radio"/> Others:
Warranty:	1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)
Payment Term:	30 calendar days

- Price Quotations must be valid for a period of 45 calendar days from the deadline of submission.
- 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).
- 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 GPPB 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 Conformed 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 GPPB 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, 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: _____

