



Philippine Rice Research Institute

BICOL STATION

REQUEST FOR QUOTATION

(for 2022 Early Procurement)

Quotations must be valid for 120 days or longer

Date: 12/08/21

Project Number: Project 27.32

PR21-11-

Reference PR Number: 0028,PR21-11-

0027,PR21-11-

0026

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 - if sealed, addressed to Mr. Ian Stallone G. Palima) not later than **December 14, 2021**.

IAN STALLONE G. PALIMA

Canvasser

GIDEON F. DELA CRUZ

GASS Coordinator

PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **Php 480,400.00**
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 |
|----------|----------|------|--|------------|--------------|
| 1 | 1 | lot | Food Ordering of DA-PhilRice-Bicol for Various Meetings, Seminars and Workshops in the station from January to June 2022 | | |
| | | | 738 Special Meals @ Php200/pax | | |
| | | | 1 natural juice drink/coffee, 1 water, 1dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad | | |
| | | | 738 Regular Meals @ Php150/pax | | |
| | | | 1 natural juice drink/coffee/1 water, 1 rice, 1 meat or seafood dishes, 1 vegetable, 1dessert/fruit, | | |
| | | | 1484 Special Snacks @ Php100/pax | | |
| | | | 1 natural juice/coffee, 1 water, 1 bread/noodle or pasta dish/native cakes/others, 1 fruit/dessert | | |
| | | | 1474 Regular Snacks @ Php50/pax | | |
| | | | 1 natural juice/coffee/water, 1 bread/noodle or pasta dish/native cakes/others | | |

| | | | | | |
|--|--|--|---|--------------|--|
| | | | NOTE: | | |
| | | | *Provide table of menu corresponding to the quoted price from which the end-user may select meals/snacks for each activity. Availability of Halal Food. Strictly no softdrinks. | | |
| | | | *Date, Menu, Quantity and Catering Service Style/s to be identified by end-user at least 2 days before the event. | | |
| | | | *Sight inspection will be scheduled prior to the evaluation of the quotation | | |
| | | | *Provision of Monoblock tables and chairs (as needed) and free-flowing coffee and water for 20 (at most) participants in one activity | | |
| | | | *Additional Requirement: Company's Profile and Sanitary and Health Permit | | |
| | | | *The agreement shall be terminated (1) when the specified total estimated quantity has been exhausted (2) when the specified duration of the Agreement has expired | | |
| | | | *The bid price submitted by the winning bidder shall not be increased during the duration of the contract. | | |
| | | | *Payment shall be made to the supplier on a monthly billing basis. (Based on actual number of delivered Meals/Snacks) | | |
| | | | *Caterer with Lowest Calculated and Responsive Quotation shall agree to provide a taste test for the BAC Members and TWG with approximately 5-7 persons. | | |
| | | | ***nothing follows*** | | |
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| | | | | | |
| | | | | TOTAL | |

Delivery Period: ☐ 30 calendar days ☐ 15 calendar days ☐ 7 calendar days ☐ Others: _____
 Place Of Delivery: ☒ DA-PhilRice Bicol ☐ 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 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: _____

