



Date: 2021-11-13

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 **November 24, 2021** to **frederickcapinpin22@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 **PPMU no. 09435623878/ 09150816864**.

Frederick P. Capinpin
BUYER/CANVASSER

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 Uncommon Janitorial Supplies
Procurement Project No.: SB 22-01-03 **PR No.:** 2021-09-5555, 2021-09-5571, 2021-09-5857, 2021-09-5858, 2021-10-5985,

Approved Budget of the Contract: 589,182.92

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	8	piece	Cleaning Sponge Dishwashing Kitchen Sponge Pot Scrubber			
2	20	piece	Carpet shampoo, 1 gallon per piece Carpet shampoo, 1 gallon per piece			
3	30	piece	Mop 3M Single Spin Mop with Bucket, S/S Adjustable handle			
4	30	piece	Mop Mop Head, (Rayon), size: 350g - 500g			
5	30	piece	Glass Cleaner, Refill Glass Cleaner, with sprayer , 500ml per piece			
6	70	piece	Disinfection Tray with mat Disinfection tray, Tray size and material : 60cm*60cm, rubber			
7	20	piece	Mop handle, wooden standard mop handle with pressing clip, 5 feet length handle			
8	42	gallon	Ethyl alcohol, 70 %			
9	6	gallon	Isopropyl alcohol, 70%			
10	683	piece	Isopropyl Alcohol, 70%, 500ml			
11	78	piece	Dish washing liquid, 86 ml per piece, branded			
12	89	piece	Glass cleaner, 500ml per piece, branded			
13	186	piece	Liquid bleach, 1 gallon per piece, branded			
14	6	piece	Liquid bleach, 1 liter per piece, branded			
15	60	piece	Stain remover, muriatic acid, 250 ml/bot			
16	60	piece	Push brush w/ handle			
17	30	piece	Toilet brush w/ bucket			





Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
18	100	piece		Fabric conditioner, 1000ml per piece, branded		
19	400	piece		Deodorizer, Deodorant cake		
20	4	piece		Liquid detergent , 1 gallon per piece, branded		
21	5	piece		Liquid detergent , 1 liter per piece, branded		
22	17	piece		Powder detergent, 500g per piece, branded		
23	105	piece		Doormat, Cotton, 13in x 21in		
24	19	can		Insect killer, 500 ml, branded		
25	20	piece		Insect trap, Fly paper		
26	15	piece		Polishing Pad, black 16"		
27	25	piece		Polishing Pad, red 16"		
28	25	piece		Polishing Pad, white, 16"		
29	40	piece		Scouring pad with foam, branded		
30	101	piece		Liquid Hand soap, with moisturizer, 1gallon per piece, branded		
31	4	roll		Trash bag, 40 x 40, black		
32	15	piece		Floor wax, colorless, 1 gallon per piece, branded		
33	15	piece		Floor wax, liquid, white, 500ml per piece, branded		
34	25	gallon		Dish washing liquid		
35	15	piece		Squeegee Window Squeegee, Aluminum Handle, double side window brush soft sponge cleaner and glass wiper; Materials: Aluminum+PP+Sponge+rubber; size 38*20cm, detachable window brush		

TERMS AND CONDITIONS

Delivery Period:	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.





Philippine Rice Research Institute

Central Experiment Station
Maligaya, Science City of Muñoz, 3119 Nueva Ecija

Quality Rice. Quality Life.



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: _____

