



Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8197636  
**Procuring Entity** PHILIPPINE RICE RESEARCH INSTITUTE  
**Title** SB 22-01-04: Procurement of Comon Use Supplies-Office Supplies (1st & 2nd Quarter)  
**Area of Delivery** Nueva Ecija

<b>Solicitation Number:</b>	2021-09-5863	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	1
<b>Category:</b>	Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b>	PHP 507,098.52	<b>Document Request List</b>	3
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	17/11/2021
<b>Contact Person:</b>	Marjorie Tura Miguel Administrative Officer II Maligaya Science City of Muñoz Nueva Ecija Philippines 3119 63-44-4560650 63-44-4560650 marjmiguel1324@gmail.com	<b>Last Updated / Time</b>	25/11/2021 08:37 AM
		<b>Closing Date / Time</b>	26/11/2021 17:00 PM

#### Description

##### 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 30 Calendar Days

Place of Delivery 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.

**Remarks**

extended until 11/26/2021

**Created by** Marjorie Tura Miguel**Date Created** 16/11/2021

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