



Date: March 7, 2022

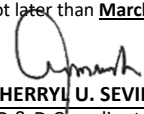
## REQUEST FOR QUOTATION

Project Number:  
Reference PR No.: RF22-03-83

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 ([rockypagaduan@gmail.com](mailto:rockypagaduan@gmail.com) / courier - if sealed, addressed to Ms. Ma. Claire Olofernes) or fax at (085)806-0463 not later than March 11, 2022.

  
**ROCKY Y. PAGADUAN**  
BUYER/CANVASSER

  
**CHERRYLL U. SEVILLE**  
R & D Coordinator

### PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **Php 72,725.00**
2. Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
3. All bids in excess of the ABC will be rejected.
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. 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.
7. **NEW** suppliers are required to submit a photocopy of **valid Mayor's Business Permit, valid PhilGEPS Registration Number and valid PCAB License (if applicable)** together with their quotations. Please disregard if you have submitted an updated copy/ies. This shall be subjected for validation.
8. 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.
9. 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.

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
1	10	cans	INSECTICIDE, aerosol type, net content: 600ml min		
2	10	bot	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)		
3	20	pads	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
4	20	pads	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
5	20	pads	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		
6	10	pcs	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves		
7	10	pcs	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
8	20	packs	TOILET TISSUE PAPER, 2-ply, 100% recycled(12 rolls/pack)		
9	20	packs	TISSUE, interfolded paper towel		
10	5	packs	BATTERY, dry cell, AA, 2 pieces per blister pack		
11	5	packs	BATTERY, dry cell, AAA, 2 pieces per blister pack		
12	10	boxes	STAPLE WIRE, STANDARD, (26/6)		
13	10	roll	TAPE, MASKING, width: 48mm (±1mm)		
14	10	roll	TAPE, PACKAGING, width: 48mm (±1mm)		
15	10	rolls	TAPE, TRANSPARENT, width: 48mm (±1mm)		
16	10	cans	AIR FRESHENER, aerosol, 280ml/150g min		
17	10	pcs	BROOM, soft (tambo)		
18	10	pcs	BROOM, STICK (TING-TING), usable length: 760mm min		
19	20	pack	DETERGENT POWDER, all purpose, 1kg		
20	10	cans	DISINFECTANT SPRAY, aerosol type, 400-550 grams		
21	5	pcs	DUST PAN, non-rigid plastic, w/ detachable handle		
22	20	bot	HAND SOAP, Liquid, 500ml		
23	5	pcs	MOPHANDLE, heavy duty, aluminum, screw type		
24	20	pcs	MOPHEAD, made of rayon, weight: 400 grams min		
25	5	bundle	RAGS, all cotton, 32 pieces per kilogram min		
26	5	pack	TRASHBAG, GPP specs, black, 940mmx1016mm		
27	5	pcs	FLASH DRIVE, 16 GB capacity		
28	5	pcs	MOUSE, WIRELESS, USB		
29	20	pcs	CORRECTION TAPE, film base type, UL 6m min		
30	1	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc		
31	2	bundle	FOLDER, FANCY, for legal size documents		
32	10	set	MARKER, FLUORESCENT, 3 assorted colors per set		
33	10	pcs	MARKER, PERMANENT, bullet type, black		
34	10	pcs	MARKER, PERMANENT, bullet type, blue		
35	20	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min		
36	5	pcs	STAMP PAD, FELT, bed dimension: 60mm x 100mm min		
37	10	pcs	CUTTER BLADE, for heavy duty cutter		
38	5	pcs	CUTTER KNIFE, for general purpose		
39	2	pcs	PENCIL SHARPENER, manual, single cutter head		
40	10	pair	SCISSORS, symmetrical, blade length: 65mm min		

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41	10	pcs	STAPLER, STANDARD TYPE, load cap: 200 staples min		
42	10	pcs	STAPLE REMOVER, PLIER-TYPE		
43	5	pcs	TAPE DISPENSER, TABLE TOP, for 24mm width tape		
44	5	unit	CALCULATOR, compact, 12 digits		
45	3	cart	Toner Cartridge, HP CF217A (HP17A) Black LaserJet		
46	10	pcs	ERASER, PLASTIC/RUBBER, for pencil draft/writing		
47	60	pcs	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
			X-X-X-X-X-X-X-X-X-X-X		

Delivery Period: ☐ 30 calendar days ☐ 15 calendar days ☐ 7 calendar days ☐ Others:

Place of Delivery: ☐ PhilRice AES ☐ ATI-OC ☐ 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 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: \_\_\_\_\_

PRRI RFQ Rev 5 Effectivity Date: Oct 29, 2019

**PhilRice Agusan, Basilisa, RTRomualdez, 8611 Agusan del Norte, Philippines**  
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