



Date: March 25, 2022

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 **April 4, 2022** 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 **BAC Unit no. 09992248705**.

FREDERICK P. CAPINPIN
Buyer/Canvasser

GLEND A. RAVELO
Division Head, PMD

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 Office Tools and Supplies
Procurement Project No.: ALT22-03-0002T **PR No.:** 2022-01-0133, 2022-02-0485, 2022-02-0482, 2022-02-0486, 2022-03-0502, 2022-03-0519, 2022-02-0406, 2022-02-0407, 2022-02-0408, 2022-02-0417, 2022-02-0418, 2022-02-0460, 2022-02-0488.

Approved Budget of the Contract: 207,316.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	100	box	Envelope, Coin envelope, #00, 75 gsm, 500 pcs/box			
2	100	box	Envelope, Coin envelope, #1, 75 gsm, 500 pcs/box			
3	50	box	Envelope, Coin envelope, #3, 75 gsm, 500 pcs/box			
4	50	box	Envelope, Coin envelope, #5, 75 gsm, 500 pcs/box			
5	100	box	Envelope, Coin envelope, # 8-1/2, 75 gsm, 500 pcs/box			
6	10	bundle	Bag, Glassine bag, 10 x 4 in 1000/bundle			
7	20	pack	Bag, Glassine bag, 18x8cm 100pcs/pack			
8	20	pack	Bag, Glassine bag, 16 x 7cm 100pcs/pack			
9	1	pack	Bag, Aluminum foil pouch/bag zip lock, 100mm x 165mm (ext) x 5.2 mils foil pouches, 1000pcs/pack			
10	6	pack	Bag, Aluminum foil pouch/bag 3 inch x 5 inch, Regular 4.7mils moisture barrier bags, 1000pcs/pack			
11	1	unit	Binding Machine Heavy Duty Comb Binding Machine: 24pins Max. punching capacity, paper: 25 sheets Max. width of paper: A4, A3, FC, Letter, Legal Punching slots: 24			





12	1	unit	Laminating Machine Maximum Laminate Size: A4 Maximum Laminate Width: 230mm Maximum Laminate Thickness: 0.4mm Processing Method: hot			
13	5	unit	Battery Charger 4 Slot AA AAA Rechargeable Battery Charger with LED Indicate Lights USB Type 4 Bay 4 Port			
14	4	pack	Bag, Glassine bag, 18x8 cm 100 pcs/pack			
15	5	pack	Bag, Glassine bag, 16 x 7 cm 100 pcs/pack			
16	30	piece	Marker, Permanent Marker, Broad,black, chisel tip			
17	30	piece	Paper, Cartolina, White , 22 1/2 x 281/2 "			
18	40	piece	Paper, Manila paper, 36 x 48"			
19	5	pack	Paper, Sticker Paper, A4, 10 pcs/pack			
20	3	piece	Record book, Medium, 300 pp, size 11x 6-1/2"			
21	2	pack	Battery, Alkaline, AA, 2 pcs/pack			
22	35	piece	Certificate Holder, 11-1/2 x 9"			
23	3	piece	Card, Meta cards White, A4			
24	10	piece	Marker, Whiteboard marker, Black, Fine			
25	3	pad	Notepad, Stick on, 3 x 4 " Any Color			
26	5	piece	Ballpen, Ordinary, Black			
27	50	piece	ID Jacket, Hard plastic, with clip			
28	10	pad	Notepad, Stick on, 2 x 3 "			
29	161	piece	Paper, Manila Paper, 36 x 48"			
30	5	pack	Paper, Photo Paper, A4, 20 pcs/pack			
31	10	pack	Paper, Special Paper, Legal, cream, 10pcs/pack			
32	10	pack	Paper, Special Paper, Cream, A4, 20pcs/pack			
33	20	piece	Measuring device, Meter stick, length-1M, plastic or wood			
34	5	pack	Battery, Rechargeable Battery, AA, 2pcs/blister pack			
35	5	pack	Board, Bristol board, Legal, White,220gsm, 100's/pack			
36	1	box	Crayon, 16's, non-toxic			
37	3	box	Clip, Paper clip, Vinyl coated, #50mm, 120g			
38	1	box	Envelope, Documentary, Legal, 500pcs/box			
39	50	piece	Envelope, Expanding envelope, Legal,Plastic			
40	1	piece	Marker, Permanent marker, Bullet type, black			
41	1	piece	Marker, Permanent marker, Bullet type,blue			
42	200	piece	Notebook, Steno notebook, spiral, 40pages			
43	5	pad	Notepad, Stick on, 3 x 4 "			
44	6	ream	Paper, Plain paper copier, Legal, min80gsm. 216 x 330 mm			
45	6	ream	Paper, Plain paper copier, A4, min80gsm, 210 x 297mm			





46	3	box	Pencil, Pencil lead, w/ eraser, woodcased, hardness: HB		
47	4	pad	Notepad, Stick-on, 3 x 3 "		
48	5	pack	Battery, Rechargeable Battery, AAA, 2pcs/blister pack		
49	20	pack	Notepad, Sticky flag Arrow Flag		
50	65	piece	ID Jacket, ID holder ID Jacket with Lace		
51	2	unit	Battery Charger Charges 2 or 4 AA or AAA NiMH rechargeable batteries		

TERMS AND CONDITIONS

Delivery Period: _____ 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

- 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: _____

