



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

GLÉNDA D. RAVELO Division Head, PMD

INSTRUCTIONS:

- 1. Accomplish this RFQ correctly and accurately.
- 2. Please do not leave any blank items. Indicate "O" 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			













1						
Maximum Laminate Width: 220mm Maximum Laminate Width: 220mm Processing Method: hot	12	1	unit			
Maximum Laminate Thickness (J.4mm Processing Method hold Processi						
Processing Method: hot Processing Method:			1	TO THE RESIDENCE OF THE PROPERTY OF THE PROPER		
13				Charles and American Control of the		
Siocia A. AAA Rechargeable Battery Charger with LED Indicate Lights USB Type 4 Bay 4 Prof 1 Page						
Charger with LED Indicate Lipha USB Type 4 Bay 4 Port	13	5	unit			
Type 4 Bay 4 Port Bay, Glassine bag, 18x8 cm 100 post-pock Bay, Glassine bag, 18x8 cm 101 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock Bay, Glassine bag, 16 x 7 cm 100 post-pock 100 pock 100 po						
14				Type 4 Bay 4 Port		
100 pos/pack	14	4	pack			
100 postpack			Paron			
16	15	5	pack	Bag, Glassine bag, 16 x 7 cm		
17 30	16	30	piece			
White, 22 1/2 x 281/2"				Broad, black, chisel tip		
19	17	30	piece			
19 5 pack Paper, Sticker Paper, AA, 10 pcs/pack 20 3 piece Record book, Medium, 300 pp, size 11 x6 -1/2" 2 pack Sattery, Alkaline, AA, 2 pcs/pack 22 35 piece Card, Meta cards White, AA pack Sattery, Alkaline, AA, 2 pcs/pack 24 10 piece Marker, Whiteboard marker, Black, Fine Notepad, Stick on, 3 x 4 " Any Color 5 piece D Jacket, Hard plastic, with clip 28 10 pad Notepad, Stick on, 2 x 3 " 29 161 piece Paper, Manila Paper, 30 5 pack Paper, Photo Paper, Ad. 20 pcs/pack 23 10 pack Paper, Special Paper, Legal, Cream, Mocket, Paper, Cream, AA, 20 pcs/pack 23 10 pack Paper, Special Paper, Legal, Cream, Mocket, Paper, Special Paper, Cream, AA, 20 pcs/pack 25 piece Measuring device, Meter stick, length-mid highstor wood length-mid						
19	18	40	piece	Paper, Manila paper,		
A4, 10 pos/pack Record book, Medium, 300 pp, size 11x.6-1/2"	10	5	nack			
20	19	ľ	pack			
Solopp, size 11x 6-1/2" Sattery, Alkaline, AA 2 pcs/pack Sattery, AC 2 pcs/	20	3	piece			
AA, 2 pcs/pack S5 piece Certificate Holder, 11-1/2 x 9" S5 piece Certificate Holder, 11-1/2 x 9" S5 Piece Card, Meta cards White, A4 S5 Piece Balipan, Ordinary, Black, Fine S6 Piece Balipan, Ordinary, Black, Fine S6 Piece Balipan, Ordinary, Black, Fine S7 Piece Balipan, Ordinary, Black S7 Piece Balipan, Ordinary, Black S7 Piece Papar, Manila Papar, S8 x 48" S8 x 48" Papar, Manila Papar, S8 x 48" Papar, Photo Papar, Ax 20 pcs/pack Papar, Photo Papar, Ax 20 pcs/pack Papar, Photo Papar, Ax 20 pcs/pack Papar, Pepcial Papar, Legal, Cream, 10 pcs/pack Papar, Pepcial Papar, Papa						
AA, 2 pcs/pack S5 piece Certificate Holder, 11-1/2 x 9" S5 piece Certificate Holder, 11-1/2 x 9" S5 Piece Card, Meta cards White, A4 S5 Piece Balipan, Ordinary, Black, Fine S6 Piece Balipan, Ordinary, Black, Fine S6 Piece Balipan, Ordinary, Black, Fine S7 Piece Balipan, Ordinary, Black S7 Piece Balipan, Ordinary, Black S7 Piece Papar, Manila Papar, S8 x 48" S8 x 48" Papar, Manila Papar, S8 x 48" Papar, Photo Papar, Ax 20 pcs/pack Papar, Photo Papar, Ax 20 pcs/pack Papar, Photo Papar, Ax 20 pcs/pack Papar, Pepcial Papar, Legal, Cream, 10 pcs/pack Papar, Pepcial Papar, Papa	21	2	pack	Battery, Alkaline,		
11-1/2 x 9" 11-1/2 x 9" 23 3 piece Card, Meta cards White, A4 24 10 piece Marker, Whiteboard marker, Black, Fine Black			l'	AA, 2 pcs/pack		
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 " 26 5 piece Ballpen, Ordinary, Black 27 50 piece D Jacket, Hard plastic, with clip 28 10 pad Notepad, Stick on, 2 x 3 " 29 161 piece Paper, Manilla Paper, 36 x 48" 30 5 pack Paper, Photo Paper, A, 20 pos/pack 31 10 pack Paper, Special Paper, Legal, cream, 10pos/pack 32 10 pack Paper, Special Paper, Cream, 44, 20pos/pack 33 20 piece Measuring device, Meter stick, length-1Mr, plastic or wood 34 5 pack Battery, Rechargeable Battery, AA, 20pos/pack 35 5 pack Bastery, Rechargeable Battery, AA, 20pos/pack 36 1 box Crayon, 10s/pack 37 3 box Crayon, 10s/pack 38 1 <t< td=""><td>22</td><td>35</td><td>piece</td><td></td><td></td><td></td></t<>	22	35	piece			
White, A4						
24	23	3	piece		*	
Black, Fine	24	10	niece			
Notepad, Stick on, 3 x 4 " Any Color	24	10	piece			
Any Color	25	3	pad			
Black D Jacket, Hard plastic, with clip D Jack Paper, Manila Paper, Jack Paper, Manila Paper, Jack Paper, Photo Paper, A4, 20 pcs/pack Jack Paper, Special Paper, Legal, cream, 10pcs/pack Jack Jack Paper, Special Paper, Legal, cream, 10pcs/pack Jack Jack				Any Color		
27 50 piece D 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, Az 20 pos/pack 29 20 piece Paper, Photo Paper, Az 20 pos/pack 20 piece Paper, Special Paper, Cream, Az 20 pos/pack 20 piece Massuring device, Meter stick, length-1M, plastic or wood 25 pack Paper, Special Paper, Cream, Az 20pos/pack 20 piece Massuring device, Meter stick, length-1M, plastic or wood 25 pack Paper, Special Paper, Az 20pos/pack 25 pack Paper, Special Paper, Paper	26	5	piece			
28	07					
161			piece			
36 x 48" 36 x 48" 30	28	10	pad	Notepad, Stick on, 2 x 3 "		
36 x 48" 36 x 48" 30	29	161	piece	Paper, Manila Paper,		
A4, 20 pcs/pack Paper, Special Paper, Legal, cream, 10 pcs/pack Paper, Special Paper, Cream, A4, 20pcs/pack Paper,						
10	30	5	pack	Paper, Photo Paper,		
Legal, cream, 10pcs/pack	24	10	nook			
10	31	10	pack			
Cream, A4, 20pcs/pack	32	10	nack			
20	52	10	pack			
length-1M, plastic or wood	33	20	piece			
AA, 2pcs/blister pack 5 pack Board, Bristol board, Legal, White, 220gsm, 100's/pack 6 1 box Crayon, 16's, non-toxic 7 3 box Clip, Paper clip, Vinyl coated, #50mm, 120g 8 1 box Envelope, Documentary, Legal, 500pcs/box 9 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, Legal, min80gsm. 216 x 330 mm						
Source	34	5	pack			
Legal, White, 220gsm, 100's/pack				AA, 2pcs/blister pack		
36 1 box Crayon, 16's, non-toxic 1 box Clip, paper clip, Vinyl coated, #50mm, 120g Clip, paper clip, Vinyl coated, #50mm, 120g 1 box Envelope, Documentary, Legal, 500pcs/box 1 Envelope, Expanding envelope, Expanding envelope, Legal, Plastic 1 Envelope, Expanding envelope, Expanding envelope, Legal, Plastic 1 Envelope, Expanding e	35	5	pack			
16's, non-toxic						
37 3	36	1	box	Crayon,		
Vinyl coated, #50mm, 120g 38	37	3	boy			
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,	31	3	DOX	Vinyl coated, #50mm, 120g		
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,			-			
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,	38	1	box			
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,	30	50	piece			
40 l piece Marker, Permanent marker, Bullet type, black 41 l piece Marker, Permanent marker, Bullet type, blue 42 l 200 l piece Notebook, Steno notebook, spiral, 40pages 43 l pad Notepad, Stick on, 3 x 4 " 44 l 6 l ream Paper, Plain paper copier, Legal, min80gsm. 216 x 330 mm 45 l 6 ream Paper, Plain paper copier,	39	1 30	piece			
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,	40	1	piece			
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,			p.000			
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,	41	1	piece			
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,						
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,	42	200	piece			
44 6 ream Paper, Plain paper copier, Legal, min80gsm. 216 x 330 mm 45 6 ream Paper, Plain paper copier,						
Legal, min80gsm. 216 x 330 mm 45 6 ream Paper, Plain paper copier,	43	5	pad	Notepad, Stick on, 3 x 4 "		
Legal, min80gsm. 216 x 330 mm 45 6 ream Paper, Plain paper copier,	44	6	ream			
				Legal, min80gsm. 216 x 330 mm		
A4, min80gsm, 210 x 297mm	45	6	ream			
				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:	O Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija
22 Conditional Service Committee Conditions (Service Service S	O 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
- 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.

PRINTED NA	ME/SIGNATURE OF AUTHORIZED REPRESENTATIVE
Designation	:
Company Name	
Business Address	
PhilGEPS Registration No.	
Telephone Number	•
Email Address	







