



Date: 2022-03-08

## 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 March 14, 2022 to cheerfrancisco@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.

Desirie Cheer \$. Francisco BUYER/CANVASSER

Oliver E. Manangkil Supervising SRS

## INSTRUCTIONS:

- 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.
- 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 various office supplies

Procurement Project No.:

0, CSE-01A, CSE-01B, USE-01A,

USE-01B ALT22 -01-0079T

2022-03-0571, 2022-03-0572, 2022-03-0579, 2022-03-0578,

Approved Budget of the Contract

78 695 12

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	100	piece	Ballpen, Fine point, black			
2	20	piece	Folder, L-Type folder, A4 , closed bottom, clear			
3	20	piece	Folder, L-Type folder, Legal, closed bottom, clear			
4	24	piece	Folder, Tagboard with tab, A4, 14 pts			
5	5	bottle	Ink, Stamp pad ink , 50ml, purple/violet/blue			
6	12	bottle	Ink, Refill Ink, Black, for Permanent Marker			
7	24	piece	Marker, Permanent marker, Broad, black, chisel tip			
8	126	piece	Marker, Permanent marker, Bullet type, black			
9	5	piece	Office tools, Puncher, Heavy duty, 2 hole with guide			
10	5	piece	Office tools, Ruler, plastic, 450mm (18"), width: 38mm min			
11	13	piece	Office tools, Scissors, symmetrical, blade length: 65mm min			
12	10	piece	Organizer, Magazine file, big w/ closed ends & finger ring, 5x9x15-3/4"			
13	2	pack	Paper, Photo paper, A4, 20 pcs/pack			
14	30	ream	Paper, Plain paper copier,A4, min 80gsm, 210 x 297mm			
15	10	pack	Paper, Sticker paper, A4, 10 pcs/pack			
16	5	piece	Stamp pad, Felt stamp pad, bed			

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PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

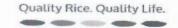
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## Philippine Rice Research Institute

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



25 20 20 24 5	box box roll roll piece	Staple Wire, Staple wire No. 35, 26/6  Staple Wire, Staple Wire, T50, 1/2"x12mm, 1000pcs/box  Tape, Masking tape, 1" (24mm x 50m)  Tape, Masking tape, 2" (48mm x 50m)  Folder, Pressboard, expanding w/o tab, for legal size papers  Measuring device, Meter stick, length-	
20 20 24	roll roll piece	1/2"x12mm, 1000pcs/box  Tape, Masking tape, 1" (24mm x 50m)  Tape, Masking tape, 2" (48mm x 50m)  Folder, Pressboard, expanding w/o tab, for legal size papers  Measuring device, Meter stick, length-	
20	roll	Tape, Masking tape, 2" (48mm x 50m)  Folder, Pressboard, expanding w/o tab, for legal size papers  Measuring device, Meter stick, length-	
24	piece	Folder, Pressboard, expanding w/o tab, for legal size papers  Measuring device, Meter stick, length-	
		for legal size papers  Measuring device, Meter stick, length-	
5	piece		
		1M, plastic or wood	
20	roll	Tape, Transparent tape, width: 1"( 24mm x 50m) (±1mm)	
5	piece	Organizer, Data File Box Leatherette paper for outside cover Size: L-16" x W-11.5" x H-11.5": inches	
10	box	Staple Wire, T50/140, 6-14mm	
20	piece	Certificate holder, Certificate holder, 11-1/2 x 9" with clear/transparent plastic cover, for letter size paper, for portrait or landscape orientations	
12	piece	Paper, Wall paper PVC Self Adhesive Wallpaper Size: 45cm x 10m Design: wood grain wallpaper, Color: beige or cream waterproof and oil-proof, can be used for wooden table	
10	pack	Battery, Rechargeable Battery, AAA, 2 pcs/blister pack branded, 1.2V 900mAh, no mercury, pon-toxic	
5	pack	Paper, Certificate paper Parchment certificate paper, A4 size, 80-90gsm, color: white or pale cream	
6	unit	Semi-Expendable Office Equipment, Tools, Office Tools, Gun Tacker Heavy Duty Staple Gun	
20	unit	Semi-Expendable Office Equipment, Tools, Office Tools, Heavy Duty Stapler No. 35, Long arm/handle, heavy duty, branded	
	10 20 12 10 5	10 box 20 piece  12 piece  10 pack  5 pack	5 piece Organizer, Data File Box Leatherette paper for outside cover Size: L-16" x W-11.5" x H-11.5" niches  10 box Staple Wire, T50/140, 6-14mm T50 staples, 1000 pcs/box  20 piece Certificate holder, Certificate holder, 11-1/2 x 9" with clear/transparent plastic cover, for letter size paper, for portrait or landscape orientations  12 piece Paper, Wall paper PVC Self Adhesive Wallpaper Size: 45cm x 10n Design: wood grain wallpaper, Color: beige or cream waterproof and oil-proof; can be used for wooden table  10 pack Battery, Rechargeable Battery, AAA, 2 pcs/blister pack branded, 1.2V 900mAh, no mercury, non-toxic  5 pack Paper, Certificate paper Parchment certificate paper, A4 size, 80-90gsm, color: white or pale cream 20pcs/pack  6 unit Semi-Expendable Office Equipment, Tools, Office Tools, Gun Tacker Heavy Duty Staple Gun Durable chrome finish handle lock  20 unit Semi-Expendable Office Equipment, Tools, Office Tools, Heavy Duty Stapler No. 35, Long arm/handle, heavy duty,

## TERMS AND CONDITIONS

Delivery Period:

Place of Delivery:

O Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija
O ATI Building, Elliptical Road, Diliman, Quezon City
Others:

Warranty:

1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)

Payment Term:

- 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.

30 calendar days

- 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 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.

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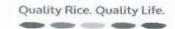




PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE







- 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.

PRINTED NAME/SIGNATURE OF AU	THORIZED REPRESENTATIVE
Designation:	
Company Name:	
Business Address:	
PhilGEPS Registration No.:	
Telephone Number:	
Email Address:	

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RFQ Control No.: 2022-03-0168 (T)





