



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 S. Francisco
BUYER/CANVASSER

Oliver E. Manangkil
Supervising SRS

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 various office supplies
 Procurement Project No.: 0, CSE-01A, CSE-01B, USE-01A, USE-01B *ALT22-01-0079T* PR No.: 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 | | | |



PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





| | | | | | | |
|----|----|-------|---|--|--|--|
| | | | dimension:60mm x 100mm | | | |
| 17 | 80 | box | Staple Wire, Staple wire No. 35, 26/6 | | | |
| 18 | 25 | box | Staple Wire, Staple Wire, T50, 1/2"x12mm, 1000pcs/box | | | |
| 19 | 20 | roll | Tape, Masking tape, 1" (24mm x 50m) | | | |
| 20 | 20 | roll | Tape, Masking tape, 2" (48mm x 50m) | | | |
| 21 | 24 | piece | Folder, Pressboard, expanding w/o tab, for legal size papers | | | |
| 22 | 5 | piece | Measuring device, Meter stick, length-1M, plastic or wood | | | |
| 23 | 20 | roll | Tape, Transparent tape, width: 1"(24mm x 50m) (±1mm) | | | |
| 24 | 5 | piece | Organizer, Data File Box Leatherette paper for outside cover Size: L-16" x W-11.5" x H-11.5" inches | | | |
| 25 | 10 | box | Staple Wire, T50/140, 6-14mm T50 staples, 1000 pcs/box | | | |
| 26 | 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 | | | |
| 27 | 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 | | | |
| 28 | 10 | pack | Battery, Rechargeable Battery, AAA, 2 pcs/blister pack branded, 1.2V 900mAh, no mercury, non-toxic | | | |
| 29 | 5 | pack | Paper, Certificate paper Parchment certificate paper, A4 size, 80-90gsm, color: white or pale cream 20pcs/pack | | | |
| 30 | 6 | unit | Semi-Expendable Office Equipment, Tools, Office Tools, Gun Tacker Heavy Duty Staple Gun Durable chrome finish handle lock | | | |
| 31 | 20 | unit | Semi-Expendable Office Equipment, Tools, Office Tools, Heavy Duty Stapler No. 35, Long arm/handle, heavy duty, branded | | | |

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.



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 AUTHORIZED REPRESENTATIVE

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

Telephone Number: _____

Email Address: _____

