



Date: March 22, 2022

REQUEST FOR QUOTATION

Project Number:
Reference PR No.: RCEP22-03-101

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 (mcp.olofernes@philrice.gov.ph / courier - if sealed, addressed to Ms. Ma. Claire Olofernes) not later than **March 28, 2022**.

KENIETH T. BALLENAS

BUYER/CANVASSER

JASMIN J. REYES

RCEP PMO Focal Person

PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 143,429.40**
- Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
- All bids in excess of the ABC will be rejected.
- Complete technical specifications, brand and model must be indicated in the price quotation for evaluation purposes.
- 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.
- 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.
- 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.
- 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.
- 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
Supply & Delivery of various Office/Training Supplies (1 Lot)					
	20	roll	Tape, Masking, width: 24mm (±1mm)		
	20	roll	Tape, Masking, width: 48mm (±1mm)		
	10	pack	Trashbag, GPP specs, black, 940mm x 1016mm		
	10	piece	Eraser, Felt, for blackboard/whiteboard		
	10	pair	Scissors, symmetrical, blade length: 65 mm min		
	300	piece	ID Lace, (150 black, 150 blue)		
	200	piece	Certificate holder/jacket, A4, Blue		
	150	piece	Certificate holder/jacket, A4, Black		
	100	pieces	Marker Permanent, black (broad), refillable		
	100	pieces	Marker Permanent, blue (broad), refillable		
	10	pieces	Marker Permanent, red (broad)		
	10	bundle	Manila paper		
	100	pack	Certificate paper, A4 (Board type, worx, 10 sheets)		
	60	box	Ballpen, black, 0.5 ballpoint (heavy duty)		
	200	piece	Plastic envelope w/ handle (legal, transparent), branded, push lock		
	200	piece	Notebook, stenographer, spiral, 80 leaves (portrait style)		
	20	piece	Whiteboard marker, blue, refillable		
	20	piece	Whiteboard marker, black, refillable		
	40	piece	Glue, all purpose, 240g		
	100	boxes	Surgical face mask, 3 ply (50's)		
	9	unit	Battery Alkaline 23A (pointer)		
	8	pair	Rechargeable Battery (AA) 1.5 V		
*** nothing follows ***					

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 REQ Rev.5 Effectivity Date: Oct 29, 2019

