



# Philippine Rice Research Institute

BICOL STATION

## REQUEST FOR QUOTATION

Date: 03/22/22  
Project Number: Project 3.1  
Reference PR Number: PR22-03-0014 (to 18), PR22-03-0022

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 at ([bclbac.secretariat@mail.philrice.gov.ph](mailto:bclbac.secretariat@mail.philrice.gov.ph) - if sealed, addressed to Mr. Ian Stallone G. Palima) not later than March 25, 2022.

IAN STALLONE G. PALIMA

Canvasser

VICTORIA C. LAPITAN

Branch Director

## PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **Php 93,140.00**
2. Prices quoted are subject to deduction of 5% VAT & 1% EWT (*for goods*) or 5% VAT & 2% EWT (*for services*).
3. Goods, supplies, equipment, or work done are subject to inspection/acceptance, PhilRice reserves the right to cancel, reject, or rebid the items which
4. **Complete technical specifications, brand, and model** must be indicated in the price quotation for evaluation purposes.
5. 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
6. All bids in excess of the ABC will be rejected.
7. 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.
8. **NEW** suppliers or those without updated file of the required documents are required to submit a photocopy of **valid Mayor's Business Permit** and **valid PhilGEPS Registration Number PRIOR to the opening/evaluation of offer/s**. A supplier who already submitted an updated copy of these documents is no
9. The winning Bidder is required to submit a photocopy of **Income/Business Tax Return** and original copy of **Omnibus Sworn Statement** prescribed by the GPPB **PRIOR TO PAYMENT** of the goods delivered/services rendered.

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			<b>Supply and Delivery of Various Office Supplies and Equipment of DA-PhilRice Bicol Station</b>		
1	50	pack	Sticker Paper, 10's per pack (ABC: Php 80.00/pack)		
2	3	roll	Tape, Type: Double-Sided, Length =13.7m, Width = 19 mm, Thickness=1.6 mm (ABC: Php 70.00/roll)		
3	1	box	Ballpen, Ordinary, Nib Size: 0.5 mm, Ink Color: Black, 50pcs/box (ABC: Php 750.00/box)		
4	1	box	Staple Wire, Heavy Duty, T-50, Leg length: 3/8" (10mm) No.of Staples: 1,250 (ABC: Php 150.00/box)		
5	2	box	Clip, Backfold, all metal, clamping: 50mm (ABC: Php 100.00/box)		
6	5	piece	Clearbook, 20 transparent pockets, A4 (ABC: Php 80.00/piece)		
7	5	piece	Clearbook, 20 transparent pockets, legal (ABC: Php 100.00/piece)		
8	24	box	Envelope, Expanding, Kraftboard, for legal size doc, 100 pieces per box (ABC: Php 1,500.00/box)		
9	20	piece	Envelope, Expanding, plastic (ABC: Php 100.00/piece)		
10	1	box	Envelope, Documentary, A4 (ABC: Php 900.00/box)		
11	1	box	Envelope, Documentary, for legal size document (ABC: Php 1,500.00/box)		
12	1	box	Folder, Pressboard, 100pc/box (ABC: Php 2,000.00/box)		
13	15	jar	Glue, all purpose, gross weight: 200 grams min (ABC: Php 100.00/jar)		
14	6	piece	Monobloc Table, biege (ABC: Php 3,000.00/piece)		
15	16	pad	Notepad, 2x3, 100 sheets per pad (ABC: Php 60.00/pad)		
16	6	pad	Notepad, 3x4, 100 sheets per pad (ABC: Php 100.00/pad)		
17	1	piece	Philippine Flag, Material: Cotton, Size: 3' x 5' (ABC: Php 500.00/piece)		
18	21	box	Pencil, lead, w/eraser, wood cased, hardness: HB (ABC: Php 120.00/box)		
19	2	piece	Pencil Sharpener, 1 piece in individual plastic case (ABC: Php 400.00/piece)		

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
20	5	book	Record Book, 300 PAGES, size: 214mm x 278mm min (ABC: Php 150.00/book)		
21	51	box	Rubber Band, 70mm min lay flat length (#18) (ABC: Php 150.00/box)		
22	77	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip (ABC: Php 40.00/piece)		
23	16	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip (ABC: Php 40.00/piece)		
24	1	bottle	Stamp Pad Ink, purple or violet, 50ml (min.) (ABC: Php 40.00/bottle)		
25	3	piece	Stapler, Standard Type, load cap: 200 staples min, 1 piece in individual box (ABC: Php 200.00/piece)		
26	15	box	Staple Wire, Standard, (26/6) (ABC: Php 80.00/box)		
27	2	box	Staple Wire, Heavy Duty, Binder Type, 23/13 (ABC: Php 80.00/box)		
28	1	piece	Tape Dispenser, Table Top (ABC: Php 150.00/piece)		
29	28	roll	Tape, Masking, width: 24mm (ABC: Php 65.00/roll)		
30	6	roll	Tape, Packaging, width: 48mm (ABC: Php 60.00/roll)		
31	14	piece	Cutter Knife, for general purpose (ABC: Php 80.00/piece)		
32	23	tube	Blade, for general purpose cutter / utility knife (ABC: Php 60.00/tube)		
33	1	piece	Dating and Stamping Machine (ABC: Php 700.00/piece)		
			<b>Note: For after sales services and prompt deliveries, prospective bidders must be located or with branch office located in the Bicol Region.</b>		
			<b>***nothing follows***</b>		
			<b>TOTAL</b>		

Delivery Period:

☐ 30 calendar days ☐ 15 calendar days ☐ 7 calendar days ☐ Others:

Warranty:

☐ 1 year ☐ 3 months ☐ Others:

Price Validity:

☐ 120 calendar days ☐ 60 calendar days ☐ 30 calendar days ☐ Others:

Delivery Term:

☒ DA-PhilRice Bicol ☐ Others:

Payment Term:

☐ 30 calendar days ☐ 15 calendar days ☐ Others:

After having carefully read and accepted your Procurement Terms & Conditions, I/We quote you on the item at prices noted above.

Email Address: \_\_\_\_\_

Company TIN: \_\_\_\_\_

Please Check ☒

VAT ☐

Non-VAT ☐

PRINTED NAME/SIGNATURE

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

