



Philippine Rice Research Institute

BICOL STATION

REQUEST FOR QUOTATION

Date: 03/22/22
Project Number: Project 3.2
Reference PR Number: PR-RCP22-03-0019 (to 24)

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 - if sealed, addressed to Mr. Ian Stallone G. Palima) not later than March 25, 2022.**

IAN STALLONE G. PALIMA

Canvasser

JULIAN C. MACADAMIA

RCEF Coordinator

PROCUREMENT TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **PhP 270,635.00**
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
			Supply and Delivery of Various Office Supplies and Equipment of RCEF at DA-PhilRice Bicol Station		
1	10	pack	Sticker Paper, Glossy, Size: 210mm x 297mm (A4), 10 sheets/pack (ABC: Php 50.00/pack)		
2	100	set	ID lace/Lanyard, Plain, With hook and plastic ID holder (ABC: Php 30.00/set)		
3	50	pack	Paper, Specialty, Thickness: 185 GSM, Color: Cream, Size: 8.5" x 11" (A4), Sheet Quantity: 10 sheets/pack (ABC: Php 65.00/pack)		
4	2	box	Ballpen, Type: Ordinary, Nib Size: 0.5 mm, Ink Color: Black (ABC: Php 850.00/box)		
5	10	pc	Certificate Frame, Size: 210 mm x 297mm (for A4 document) (ABC: Php 300.00/piece)		
6	70	box	Clip, Backfold, all metal, clamping: 50mm (ABC: Php 100.00/box)		
7	5	piece	Data File Box (ABC: Php 150.00/piece)		
8	5	piece	Data Folder, Size: 75 mm x 230 mm x 380 mm min (ABC: Php 150.00/piece)		
9	2	piece	Dating and Stamping Machine (ABC: Php 700.00/piece)		
10	32	box	Envelope, Expanding, Kraftboard, for legal size doc, 100 pieces per box (ABC: Php 1,500.00/box)		
11	1	box	Envelope, Documentary, A4 (ABC: Php 900.00/box)		
12	21	box	Envelope, Documentary, for legal size document (ABC: Php 1,200.00/box)		
13	5	piece	Envelope, Expanding, plastic (ABC: Php 100.00/piece)		
14	1	box	Envelope, mailing, White (ABC: Php 500.00/box)		
15	6	box	Folder, Pressboard, 100pc/box (ABC: Php 2,000.00/box)		
16	1	bundle	Folder, Fancy, with slide, A4 (ABC: Php 400.00/bundle)		
17	1	pack	Folder, with tab, A4 (ABC: Php 400.00/pack)		
18	1	pack	Folder, with tab, legal (ABC: Php 500.00/pack)		
19	29	jar	Glue, all purpose, gross weight: 200 grams min (ABC: Php 100.00/jar)		

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
20	1	box	Index Tab, Self-Adhesive, transparent (ABC: Php 100.00/box)		
21	5	bundle	Looseleaf Cover, legal (ABC: Php 1,000.00/bundle)		
22	3	piece	Magazine File Box, Large (ABC: Php 100.00/piece)		
23	1	set	Marker, Fluorescent, 3 assorted colors (ABC: Php 90.00/set)		
24	31	pad	Notepad, 2x3, 100 sheets per pad (ABC: Php 60.00/pad)		
25	11	pad	Notepad, 3x4, 100 sheets per pad (ABC: Php 100.00/pad)		
26	174	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal) (ABC: Php 270.00/ream)		
27	65	ream	Paper, Multi-purpose, 70gsm, size: 216mm x 330mm (Legal) (ABC: Php 250.00/ream)		
28	6	unit	Paper Trimmer/Cutting Machine, Table Top, Wood, size: 21" x 16", with scaler,, cut size adjustable (ABC: Php 7,000.00/unit)		
29	1	box	Paper Parchment (ABC: Php 150.00/box)		
30	30	box	Pencil, lead, w/eraser, wood cased, hardness: HB (ABC: Php 120.00/box)		
31	4	piece	Pencil Sharpener, 1 piece in individual plastic case (ABC: Php 400.00/piece)		
32	2	piece	Puncher, paper, heavy duty (ABC: Php 250.00/piece)		
33	16	box	Rubber Band, 70mm min lay flat length (#18) (ABC: Php 150.00/box)		
34	268	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip (ABC: Php 40.00/piece)		
35	160	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip (ABC: Php 40.00/piece)		
36	10	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip (ABC: Php 40.00/piece)		
37	10	piece	Stamp Pad, felt (ABC: Php 250.00/piece)		
38	15	piece	Stapler, Standard Type, load cap: 200 staples min, 1 piece in individual box (ABC: Php 200.00/piece)		
39	2	unit	Stapler, heavy duty binder type (ABC: Php 1,300.00/unit)		
40	40	box	Staple Wire, Standard, (26/6) (ABC: Php 80.00/box)		
41	1	box	Staple Wire, Heavy Duty, Binder Type, 23/13 (ABC: Php 80.00/box)		
42	5	piece	Staple Remover, plier type (ABC: Php 50.00/box)		
43	2	piece	Tape Dispenser, Table Top (ABC: Php 150.00/piece)		
44	73	roll	Tape, Masking, width: 24mm (ABC: Php 65.00/roll)		
45	12	piece	Cutter knife, for general purpose (ABC: Php 80.00/piece)		
46	15	tube	Cutter Blade, 10 pieces per tube (ABC: Php 60.00/tube)		
			Note: For after sales services and prompt deliveries, prospective bidders must be located or with branch office located in the Bicol Region.		
			nothing follows		
				TOTAL	

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: _____

