



Date: 2022-04-19

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 ^{May 13, 2022} to lb.madrid@philrice.gov.ph 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 09195369463 or PPMU no. 09435623878/ 09150816864.

Luvina B. Madrid
Luvina B. Madrid

BUYER/CANVASSER

Fredie P. Waing
Fredie P. Waing
Sr 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: Layouting and editing of manual for rice production in saline-prone areas.
Procurement Project No.: RTF-011-297/OMO-10 ~~RTF-02-00179R~~ No.: 2022-04-0728.
Approved Budget of the Contract: 52,700.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	1	lot	Other Professional Services Other Professional Services Editing and lay-outing: Lay-outing and editing of manual for rice production in saline-prone areas under RTF-011-297 with the following specifications: Size: 8.27 in x 11.69 in (A4) No. of pages: ~70 No. of Drafts: 3 Duration of Lay-out: 45 working days Duration of editing: 45 working days TOR are as follows: 1.Language edit the manual including tables, Figures, Appendices, and all contents excluding photos which were already pre-edited by the authors. 2.Perform substantive editing, style guide editing, copy editing, and proofreading. 3.Ensure that PhilRice style guide is followed throughout the book. 4.Remove all grammatical errors and make recommendations for improving the flow and readability of the book. 5.Design the cover and content of the documents 6.Draft and finalize content layout 7.Prepare high quality digital versions of each document suitable for print and e-publishing			

TERMS AND CONDITIONS

Delivery Period: 45 calendar days
Place of Delivery: Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija
 ATI Bldg, Elliptical Road, Diliman, Quezon City (Drop off/Pick-up point)
 Other:

A food-secure and resilient Philippines
with empowered and prosperous farmers and fisherfolk



PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





Warranty: 1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)
 Payment Term: 30 calendar days MS

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.
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 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.
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: _____

