



**Philippine Rice Research Institute**  
Central Experiment Station  
Maligaya, Science City of Muñoz, 3119 Nueva Ecija

CSD22-049

Quality Rice. Quality Life.

Date: 2022-05-10

**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 16, 2022** to **pjb.duldulao@mail.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 **044-456-0650** or PPMU no. **09435623878/ 09150816864**.

Patricia Jean B. Duldulao  
BUYER/CANVASSER

Joseito A. Kalaw  
Dev Mngt Off IV

**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 meals and snacks for Strategic Planning Workshop  
Procurement Project No.: OMO-06 ALT22-02-0008C PR No.: 2022-05-1379,  
Approved Budget of the Contract: 64,000.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	1	lot	Meals and snacks Name of Activity: Strategic Planning Workshop Date: May 24-26, 2022 Location: CBC Plenary Hall/Multipurpose Hall/Training Room No of Participants: 80 PAX Kind of Service: Buffet  May 24, 2022 20 PAX Dinner, menu: Plain Rice, Beef Teriyaki, Steamed Broccoli, Breaded Fried Chicken, Fresh Fruits, Juice/Bottled Soda, time needed: 6:30 pm  May 25, 2022 20 PAX Breakfast, menu: Fried Rice, Cornbeef, Nilagang Talong, Talbos ng Kamote atb, Salted Egg with tomatoes, Juice, time needed: 6:30 am 80 PAX AM Snacks, menu: Arrozcaido with Egg, Bottled water, time needed: 9:00am 80 PAX Lunch, menu: White/Brown Rice, Egg Soup, Beef Caldereta, Chicken Potato Salad, Adobong Puso ng Saging with Sotanghon, Minatamis na Saging, Bottled Water, time needed: 11:30am 80 PAX PM Snacks, menu: Chicken Sandwich with fresh fruits, Buko Juice time needed: 2:00pm 80 PAX Dinner, (Packed) menu: White/Brown Rice, Mushroom Soup, Beef Kare-Kare, Ginisang Petchay w/ Ground Beef, Chicken BBQ, Fresh Fruits, Bottled Water, time needed: 5:00pm  May 26, 2022 20 PAX Breakfast, menu: Fried Rice.			

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



PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE



DA-PhilRice Central Experiment Station, Maligaya, Science City of Muñoz, 3119 Nueva Ecija, Philippines  
Email: prri.mail@philrice.gov.ph Text Center: (+63) 917-111-7423 Websites: www.philrice.gov.ph, www.pinoyrice.com  
Liaison Office: 3rd Flr., ATI Bldg., Elliptical Road, Diliman, Quezon City Tel.: (02) 8920-5129

2022-05-0224C





		<p>Scrambled Egg, Hot Coffee/Choco/ Yogurt, time needed: 6:30 am 80 PAX AM Snacks, menu: Beef Mami with egg, Pandesal, time needed: 9:00am 80 PAX Lunch, menu: White/Brown Rice, Mushroom Soup, Chicken Pastel, Chopsuey with Quail Egg, Beef Broccoli, Macaroons/Silvannas, Cucumber Juice, time needed: 11:30am 80 PAX PM Snacks, menu: Nilagang mais (sweet corn) with margarine, bottled water, time needed: 2:00pm 20 PAX Dinner, (Packed) menu: Plain Rice, Chicken Tinola, Stir Fried Beef with Oyster, Mushroom Sisig, Fruit Salad, Canned Juice/Bottled Soda, time needed: 6:30 pm</p> <p>Note: Table arrangement Over-flowing brewed coffee and purified water on dispenser Assorted candies and nuts served throughout the workshop Provide sugar, creamer, paper cups, paper plate and stirrer Food Restriction on Pork, Fish and Bagoong Breakfast and Dinner shall be served at Cafeteria Extension</p>	
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**TERMS AND CONDITIONS**

Delivery Period:	0 calendar days
Place of Delivery:	<input type="radio"/> Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija <input type="radio"/> ATI Bldg, Elliptical Road, Diliman, Quezon City (Drop off/Pick-up point) <input checked="" type="radio"/> Others: Philippine Rice Research Institute
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 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.
  - The item/s shall be delivered according to the requirements specified in the Conformed Purchase Order or Contract.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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: \_\_\_\_\_



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