



Philippine Rice Research Institute

Central Experiment Station
Maligaya, Science City of Muñoz, 3119 Nueva Ecija

Quality Rice. Quality Life.



ODD22-0116

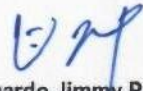
Date: 2022-05-10

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 18, 2022** to joselito.mamaril11@gmail.com or send via fax or drop at PPMU box at Procurement Management Division (PMD) Office, Maligaya, Science City of Muñoz, Nueva Ecija. For any clarification you may call/send through fax to 09171081400 or PPMU no. 09435623878/ 09150816864.


Joselito R. Mamaril, Jr
BUYER/CANVASSER


Eduardo Jimmy P. Quilang
Chief 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: procurement of professional services- editor of PhilRice Annual Technical Reports and R&D Highlights
 Procurement Project No.: OMO10 ALT22-02-0007C PR No.: 2022-05-1344,
 Approved Budget of the Contract: 340,000.00

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
1	1	lot	<p>Per Request</p> <p>Other Professional Services Other Professional Services -editor of PhilRice Annual Technical Reports and R&D Highlights</p> <p>ELIGIBILITY/QUALIFICATIONS The Editor should have: a. Excellent technical and copy-editing skills (minimum of 5 years of experience and with sample outputs showing before and after or with tracks) especially of technical reports, using Microsoft Word b. Experience working in M&E related to agriculture c. Ability to adhere to deadlines d. Ability to work effectively under pressure e. Work flexibility</p> <p>TERMS OF REFERENCE Assignment: Editor of DA-PhilRice Annual Technical Reports and R&D Highlights Location: Home-based Duration: 60 calendar days 1. Review, edit, proofread, and layout (3,002) annual technical reports and (392) R&D highlights under the RDA Sectors with an estimate of 3,394 pages (electronic format, legal size) to improve format, content, flow, and</p>	Offer	

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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



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2. Check the accuracy of content and language used (e.g. correct errors in spelling, grammar, typographical/factual expressions), as well as the quality and overall projections of illustrations, graphics, and tables;
3. Ensure that all turned-over annual technical reports and R&D highlights follow the editorial style guide and convention of PhilRice;
4. Review and check statistical data used and referenced in the text. These must be consistent with the data in respective tables, figures, charts, and maps, as well as with the indicator tables;
5. Ensure that the annual technical reports and R&D highlights are presented in a manner that will be relevant and functional to the end-users. He/she should consider a documentation concept and intended use, content, organization, and design;
6. Meet with the Deputy ED for R,D, and GASS and assigned technical staff (through an online platform) to discuss the expected output/deliverables;
7. Duration of the project is 2 months. A clean copy of the annual technical reports and R&D highlights should be forwarded to the Office of the Deputy Executive Directors for Research/Development/Administrative Services and Finance
8. TIMELINE
 - a. Submit R&D Highlights 20 days after receipt of PO
 - b. Submit R&D Annual Reports 50 days after receipt of PO
 - c. Submit GASS Annual Reports 60 days after receipt of PO (see attached time table)
9. Perform related tasks as may be assigned/agreed.

TERMS AND CONDITIONS

Delivery Period:	60 calendar days
Place of Delivery:	<input checked="" 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 type="radio"/> Others:
Warranty:	1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)
Payment Term:	30 calendar days

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 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

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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: _____

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