



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

Quality Rice. Quality Life.

Date: 2022-06-09

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 **June 15, 2022** to ppmu.pmd@mail.philrice.gov.ph 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 09564172929 or PPMU no. 09435623878/ 09150816864.

M. Gines
Maricarl C. Gines

BUYER/CANVASSER

Lea DR. Abaoag
Lea DR. Abaoag

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 AM Snacks, Lunch and PM Snacks

Procurement Project No.:

OMO-06 ALT 22-02-00357

PR No.:

2022-06-1005.

Approved Budget of the

200,000.00

Contract:

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			Per Request	Offer	
1	1	lot	Meals and snacks Catering Services: (Preferably within Tarlac area) Activity Title and Date and Number of Pax: June 28- 2nd Quartely RiceBIS Tarlac SWG Meeting (50 pax) June 29- Quarterly RiceBIS Cluster Meeting in Sembrano (100 pax) June 30- Quarterly RiceBIS Cluster Meeting in Macaguig (50 pax) July 05- Capacity Building with TESDA, Batch 1(50 pax) July 06- Capacity Building with TESDA, Batch 2 (50 pax) August 05- 3rd Quartely RiceBIS Tarlac SWG Meeting (50 pax) August 30- Quarterly RiceBIS Cluster Meeting in Macaguig (50 pax) August 31- Quarterly RiceBIS Cluster Meeting in Sembrano (100 pax) Location: Santa Ignacia, and Gerona, Tarlac *AM Snacks, Lunch and PM Snacks*		

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

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



ISO 9001
ISO 14001
ISO 45001

DA-PhilRice Central Experiment Station, Maligaya, Science City of Muñoz, 3119 Nueva Ecija, Philippines
Email: prti@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

RFQ Control No.: 2022-06-0387 (T)

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Requirements:

1. Buffet or packed as needed (paper box or reusable container)
2. Jar of Purified drinking water during the session with disposable cup; and a jar of candies and nuts
3. Serving time: AM Snacks- 9:30 AM; Lunch- 11:30 AM; PM Snacks- 2:30

(Date may change with prior notice)

****Please see attached complete details with menu****

TERMS AND CONDITIONS

Delivery Period: 8 calendar days

Place of Delivery: ☐ Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Muñoz, Nueva Ecija

☐ ATI Bldg, Elliptical Road, Diliman, Quezon City (Drop off/Pick-up point)

☒ Others: Santa Ignacia and Gerona, Tarlac

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 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: _____

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