



Date: 2022-06-06

**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 13, 2022** to **marie.neli010697@gmail.com** 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 **602** or PPMU no. **09435623878/ 09150816864**.

**Marienell C. Chicano**  
BUYER/CANVASSER

**Maureen P. Capistrano**  
Sales and Promotion Supervisor III

**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: Supply and Delivery of Office Supplies

Procurement Project No.:

PR No.:

2022-06-0043, 2022-06-0045,  
2022-06-0044, 2022-06-0046,  
2022-06-0047,

*ALT 22-02-004B*

Approved Budget of the Contract:

61,275.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	2	piece	Stamp pad, Felt stamp pad, bed dimension:60mm x 100mm Stamp pad, Felt stamp pad, bed dimension:60mm x 100mm			
2	2	pack	Board, Bristol board, legal, White, 220gsm, 100's/pack Bristol board, legal, White, 220gsm, 100 pcs per pack			
3	50	piece	Marker, Permanent marker, Broad, black, chisel tip Chisel tip, Refillable and waterproof			
4	100	piece	Clip, Butterfly Clip, Small Clip, Butterfly Clip, Small			
5	50	ream	Paper, Plain paper copier, legal, min 80gsm, 216 x 330 mm Plain paper copier, legal, min 80gsm, 216 x 330 mm			
6	150	ream	Paper, Plain paper copier, A4, min 80gsm, 210 x 297mm Plain paper copier, A4, min 80gsm, 210 x 297mm			
7	100	pack	Plastic bag, Plastic bag, 16 x 24 (labo) plastic labo 16x24			
8	375	piece	Bag, Paper bag, #10 Bag, Paper bag, #10			

**TERMS AND CONDITIONS**

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





Delivery Period: 30 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)  
 Others:

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: \_\_\_\_\_

