

Date: 2022-07-05

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 **July 12, 2022** to **chesternoveda@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 **09268475112** or **PPMU no. 09435623878/ 09150816864**.

Chester D. Noveda
BUYER/CANVASSER

Ronan G. Zagado
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 Ink for GR-PMO
 Procurement Project No.: ALT22-03-0056T PR No.: 2022-06-1042, 2022-06-1035, 2022-06-1034,

Approved Budget of the Contract: 143,600.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	6	piece	Ink Cartridge, Ink, HP, black Original/Genuine Printer Inks Color: black Ink Code: 80A black Printer Brand and Model: HP LaserJet Pro 400			
			*BDD Component			
2	40	piece	Ink, Epson L605, black 774 Original/Genuine Printer Inks Color: black Ink Code: black 774 Printer Brand and Model: Epson L605			
			*M&E coponent			
3	4	piece	Ink refill, Ink, Refill Epson, colored Original/Genuine Printer Inks Color: Magenta Ink Code: (Magenta) 003 Printer Brand and Model: Epson L3250			
4	2	piece	Ink refill, Ink Refill, Epson, black Original/Genuine Printer Inks Color: black Ink Code: (Black) 003 Printer Brand and Model: Epson L3250			
5	20	piece	Ink refill, Ink Refill, Epson, black Color: black Ink Code: (Black) 003 Printer Brand and Model: Epson L3250			
6	13	piece	Ink refill, Ink, Refill Epson, colored Original/Genuine Printer Inks Color: Cyan Ink Code: colored 003 Cyan Printer Brand and Model: Epson L3250			

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE



7	13	piece	Ink refill, Ink, Refill Epson, colored Original/Genuine Printer Inks Color: yellow Ink Code: colored 003 yellow Printer Brand and Model: Epson 13250			
8	14	piece	Ink refill, Ink, Refill Epson, colored Original/Genuine Printer Inks Color: magenta Ink Code: colored 003 magenta Printer Brand and Model: Epson 16190			
9	4	piece	Toner cartridge, Toner cartridge, HP CE285A			
10	5	piece	Toner cartridge, Toner cartridge, HP HP 107a black			

TERMS AND CONDITIONS

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

Ag

- 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 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: _____

