



Date: 2022-06-17

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 29, 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 B. 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 office supplies for use of GR-PMO components

Procurement Project No.: PR No.: 2022-06-1048, 2022-06-1049, 2022-06-1040, 2022-06-1043, 2022-06-1031, 2022-06-1030, 2022-06-1027, 2022-06-1037, 2022-06-1036, 2022-06-1044, 2022-06-1041, 2022-06-1025,

BU22-02-0044T

Approved Budget of the Contract: 176,724.05

Table with 6 columns: Item No., Quantity, Unit, Item and Description, Unit Price, Total Amount. Contains 10 rows of office supplies.

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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

RFQ Control No.: 2022-06-0410 (T)

Page 1 of 6



11	5	piece	Scissors, Stainless steel scissors big		
			Scissors, Stainless steel scissor		
			Scissors, Stainless steel scissors size 8 inches		
12	40	piece	Sign pen, Black, 1.0 mm tip		
			Signpen		
13	10	pack	Paper, Construction paper multi-colored pack of 10		
14	20	piece	Certificate holder, Certificate holder, 11-1/2 x 9"		
			Certificate holder, Certificate holder, 11-1/2 x 9'		
15	20	pack	Paper, Construction paper Multi-Colored A4		
16	50	piece	Certificate holder, Certificate holder, 11-1/2 x 9"		
			Certificate holder		
17	2	pack	Film, Laminating film, A4, 125 mic		
18	50	piece	Clip, Bulldog clip, big		
			Bulldog clip, big		
19	32	roll	Tape, Binding tape, 2", black, 48mm x 50m.		
20	2	roll	Tape, Binding tape, 2", blue		
21	2	roll	Tape, Binding tape, 1", green, 24mm x 8 yards		
22	20	pack	Paper, Special paper, Cream, 8-1/2" x 11" , A4, 20pcs/pack		
23	50	piece	Glue, Glue stick Small size		
24	250	piece	Ballpen, Ordinary, Black		
25	2	roll	Tape, Magic tape, 1", 24 mm x 50m.		
26	100	piece	Marker, Permanent marker, Broad, black, chisel tip		
27	50	pack	Battery, Alkaline, AAA, 4pcs/pack		
			Alkaline, AAA, 4pcs/pack		
28	30	piece	Marker, Permanent marker, Broad, Blue, chisel tip		
29	32	piece	Envelope, Documentary, Legal size		
30	40	piece	Envelope, Documentary, A4 size		
31	10	piece	Ballpen, Fine point, Blue		
32	10	pack	Paper, Special paper, legal, cream, 10 pcs/pack		
33	10	piece	Ink, Refill ink, Blue, for permanent marker		
34	50	piece	Clip, Butterfly Clip, Small		
35	10	piece	Folder, Pressboard, expanding w/o tab, for legal size papers		
36	20	piece	Paper, Cartolina, White , 22 1/2 x 28 1/2 "		
37	160	ream	Paper, Plain paper copier,A4, min 80gsm, 210 x 297mm		
38	30	box	Staple Wire, Staple wire No. 35, 26/6		
39	67	box	Clip, Backfold, 50mm (2"width), 12		

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			pcs/box			
40	100	pack	Battery, Dry cell, AA, 2 pcs/blister pack			
41	20	piece	Notebook, Steno notebook, spiral, 40 pages			
42	50	piece	Folder, Data folder, top binding, 2 hole, chipboard, taglia lock			
43	50	piece	Folder, L-Type folder, A4, closed bottom, clear			
44	50	piece	Folder, L-Type folder, Legal, closed bottom, clear			
45	20	box	Fastener, Paper fastener, metal, 50Sets/box			
46	50	ream	Paper, Plain paper copier, legal, min 80gsm. 216 x 330 mm			
47	120	piece	Marker, Whiteboard marker, Black			
48	60	piece	Marker, Whiteboard marker, Blue			
49	20	piece	Marker, Permanent marker, Bullet type, blue			
50	20	piece	Envelope, Expanding envelope, Legal, Kraftboard			
51	69	piece	Envelope, Expanding envelope, Legal, Plastic			
52	80	piece	Folder, Tagboard with tab, A4, 14 pts			
53	80	piece	Folder, Tagboard, legal, 14 pts			
54	120	roll	Tape, Packaging tape, 2" (48mm x 50m)			
55	60	roll	Tape, Transparent tape, width: 1" (24mm x 50m) (±1mm)			
56	45	box	Clip, Backfold, 32mm (1 1/4" width), 12 pcs/box			
57	35	box	Clip, Backfold, 19mm (3/4" width), 12 pcs/box			
58	50	piece	Glue, White glue, 200 g.			
59	4	box	Clip, Paper clip, Vinyl coated, #50mm, 120g			
60	20	box	Clip, Paper clip, Vinyl coated, #33mm, 52 g			
61	2	piece	Office tools, Ruler, plastic, 450mm (18"), width: 38mm min			
62	8	piece	Office tools, Scissors, symmetrical, blade length: 65mm min			
63	3	piece	Record book, ORB, 300 pp, 214mm x 278mm			
64	10	piece	Folder, Morocco paper folder, Fancy, A4			
65	50	piece	Organizer, Clearbook, 20 transparent			

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			pockets, for A4 size			
66	3	box	Paper, Parchment paper, 100's			
67	10	roll	Tape, Transparent tape, width: 2" (48mm x 50m) (±1mm)			
68	50	piece	Sign pen, Red, liquid/gel ink, 0.5 mm needle tip			
69	10	box	Office tools, Staple remover, plier type			
70	3	box	Pencil, Pencil lead, w/ eraser, wood cased, hardness: HB 12pcs/box			
71	50	piece	Envelope, Plastic envelope, long Envelope, Plastic envelope, long			
72	2	roll	Tape, Binding tape, 1", Black (25mm x 25m) Tape, Binding tape, 1", Black (25mm x 25m)			
73	2	roll	Tape, Binding tape, 2-1/2" Blue Tape, Binding tape, 2-1/2" Blue			
74	4	piece	Office tools, Tape dispenser, table top, for 1" width tape			
75	130	piece	Sign pen, Black, liquid/gel ink, 0.5 mm needle tip			
76	1	pack	Paper, Cartolina, Assorted color, 22 1/2 x 28 1/2", 20pcs/pack			
77	2	roll	Tape, Binding tape, 2", light brown			
78	1	piece	Office tools, Ruler, wood, 1M			
79	10	piece	Highlighter, Fluorescent highlighter, assorted colors			
80	3	piece	Paste, Solid paste, 200g, with applicator			
81	1	box	Rubberband, Rubberband, No. 18, 350gms, 70mm min lay flat length			
82	13	pack	Paper, Photo paper, A4, 20 pcs/pack			
83	56	piece	Sign pen, Blue, liquid/gel ink, 0.5 mm needle tip			
84	27	pad	Notepad, Stick on, 2 x 3"			
85	5	roll	Tape, Double adhesive tape without foam Tape, Double adhesive tape without foam 1"			
86	60	roll	Tape, Double adhesive tape without foam Tape, Double adhesive tape without foam 2"			
87	89	pack	Paper, Sticker paper, A4, 10 pcs/pack			
88	1	unit	Semi-Expendable Office Equipment, Paper Shredder Paper Shredder Shred Capacity 7 pcs Legal			

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			Cutting type: Particle cut /Strip Cutting width 220 mm No. of pages (max.) 10 sheets Collector/bucket size 20L Also shreds: CDs, DVDs, Staples, Paper clips, Credit cards Cutting speed: 2.5 m/min Noise emission max 58 dB Width 345 mm Height 445 mm Depth 245 mm Weight 6.2 kg Colour White/Black Operating voltage: 230 V / AC		
89	1	unit	Semi-Expendable Office Equipment, Tools, Office Tools, Paper Cutter Paper Cutter wood Base A3 Size (29.7cm x 42.0cm) Easy adjustment for cutting desires Used to cut cards, photo paper, foil paper, and others Paper guide to ensure you get a right- angled finish With securable sliding paper size marker		
90	1	unit	Semi-Expendable Office Equipment, Laminating Machine Heavy duty laminator 13" 4 rollers Pre heating time 4-5min, A3 size		
91	10	piece	Scissors, Stainless steel scissor Stainless steel scissor 6.5"		

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

- 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.

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PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





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

Quality Rice. Quality Life.



Telephone Number: _____

Email Address: _____

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