



Philippine Rice Research Institute

Agusan Branch Station
Basilisa, RTRomualdez, 8611 Agusan del Norte

Quality Rice. Quality Life.

Date: 2022-08-15

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 **August 19, 2022** to **mcp.olofernes@philrice.gov.ph** or send via fax or drop at PMU box at Procurement Management Unit (PMU), Basilisa, RTRomualdez, 8611 Agusan del Norte. For any clarification you may call/send through fax to **N/A** or **PMU no. 09088808976**.

Rocky A. Pagaduan
BUYER/CANVASER

Rochelle Marie P. Bondad
AO IV

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: Office supplies for 3rd & 4th quarter not available at DBM-PS

Procurement Project No.: RF-15

PR No.: 2022-08-0037,

Approved Budget of the Contract: 100,842.12

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			Per Request Offer		
1	20	pack	Battery Dry cell, AA, 2 pcs/blister pack		
2	20	pack	Battery Dry cell, AAA, 2 pcs/ blister pack		
3	72	piece	Ballpen, Ordinary, Black		
4	10	box	Clip, Backfold, 32mm (1 1/4"width), 12 pcs/box		
5	10	box	Clip, Backfold, 50mm (2"width), 12 pcs/box		
6	10	box	Clip, Backfold. 19mm (3/4" width), 12 pcs/box		
7	20	box	Clip, Paper clip, Vinyl coated, #50mm, 120g		
8	10	piece	Correction tape, Correction tape, film base type, UL 6m min		
9	5	piece	Cutter, Cutter knife, retractable, heavy duty		
10	30	piece	Folder, Data folder, top binding, 2 hole, chipboard, taglia lock		

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



PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE



DA-PhilRice Agusan Branch Station, Basilisa, RTRomualdez, 8611 Agusan del Norte
Telefax: (85) 806-0463; Tel.: (85) 806-0463, -0462, -0464 Email: agusan.station@philrice.gov.ph
PhilRice Field Office CMU, Sayre Highway, Musuan, Maramag, Bukidnon
Mobile no.: 0909-822-9813 Email: philricefocmu2019@gmail.com

11	20	box	Label, Index tab, Self-adhesive, assorted colors, 5 set/box			
12	20	pad	Notepad, Stick on, 2 x 3 "			
13	20	pad	Notepad, Stick on, 3 x 4 "			
14	15	piece	Organizer, Data File Box made of chip board with close ends			
15	40	ream	Paper, Plain paper copier, legal, min 80gsm. 216 x 330 mm			
16	60	ream	Paper, Plain paper copier, A4, min 80gsm, 210 x 297mm			
17	120	piece	Sign pen, Black, liquid/gel ink, 0.5 mm needle tip			
18	72	piece	Sign pen, Blue, liquid/gel ink, 0.5 mm needle tip			
19	10	box	Staple Wire, Staple wire No. 35, 26/6			
20	5	roll	Tape, Masking tape, 2" (48mm x 50m)			
21	10	roll	Tape, Packaging tape, 2" (48mm x 50m)			
22	5	piece	Toner cartridge, Toner cartridge, HP CE285A			
23	2	roll	Twine, Plastic twine, black			
24	10	can	Air freshener, Air freshener, aerosol, 280ml/150g minimum per can, branded			
25	96	piece	Alcohol, Ethyl alcohol, 68%-70%, Scented, 500ml per piece, branded			
26	10	piece	Broom, Soft broom (tambo)			
27	10	piece	Broom, Stick broom (TING-TING), usable length: 760mm min			
28	40	pack	Tissue paper, Toilet tissue paper, 2 ply sheets, virgin pulp, 12 rolls/pack			
29	5	pack	Battery, Rechargeable Battery, AA, 2 pcs/blister pack			
30	10	piece	Tape, Electrical tape, black			
31	20	pad	Notepad, Stick-on, 3 x 3 "			
32	10	piece	Detergent, Powder detergent, All Purpose, 1kg per piece, branded			
33	3	piece	Soap, Liquid Hand soap, with moisturizer, 1 gallon per piece,			



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			branded			
34	5	piece	Flag, Philippine national flag, 100% polyester			
35	5	piece	Doormat, Doormat, Cotton, 13in x 21in			
36	3	piece	Toner cartridge, HP, CF217A			
37	100	piece	Folder, Tagboard, legal, 14 pts			

TERMS AND CONDITIONS

Delivery Period: 15 calendar days

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

☐ ATI Building, Elliptical Road, Diliman, Quezon City

☒ Others: Basilisa, RTRomualdez, 8611 Agusan del Norte

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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