



# Philippine Rice Research Institute

BICOL STATION

## REQUEST FOR QUOTATION

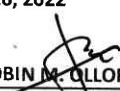
Date: 11/11/22

Project Number: Project 3.7

Reference PR Number: PR-RCP22-11-0007

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 through email at ([bcbac.secretariat@mail.philrice.gov.ph](mailto:bcbac.secretariat@mail.philrice.gov.ph) - if sealed, addressed to Mr. Ian Stallone G. Palima) or fax at \_\_\_\_\_ not later than **November 16, 2022**

  
ROBIN M. OLLORSA  
Canvasser

  
IAN STALLONE G. PALIMA  
Admin Officer II

### PROCUREMENT TERMS AND CONDITIONS

- The Approved Budget for the Contract (ABC) is **Php 470,260.00**
- Prices quoted are subject to deduction of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
- 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 specifications.
- Complete technical specifications, brand, and model** must be indicated in the price quotation for evaluation purposes.
- Delivery period shall be indicated in the quotation. Liquidated damages equivalent to 1/10 of 1% per day of delay for the value of undelivered items shall be imposed.
- All bids in excess of the ABC will be rejected.
- Supplier 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.
- NEW** suppliers or those without updated file of the required documents are required to submit a photocopy of **valid Mayor's Business Permit** and **valid PhilGEPS Registration Number PRIOR to the opening/evaluation of offer/s**. A supplier who already submitted an updated copy of these documents is no longer required to submit.
- The winning Bidder is required to submit a photocopy of **Income/Business Tax Return** and original copy of **Omnibus Sworn Statement** prescribed by the GPPB **PRIOR TO PAYMENT** of the goods delivered/services rendered.

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
<b>Supply and Delivery of Various Office Supplies and Equipment of DA-PhilRice Bicol Station</b>					
1	500	ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4) (ABC: Php 220.00/ream)		
2	310	piece	Ballpen, Type: Ordinary, Nib Size: 0.5 mm, Ink Color: Black, 50 pieces/box (ABC: Php 15.00/piece)		
3	500	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal) (ABC: Php 250/ream)		
4	1	box	Carbon Paper, Size: 8.5" x 13" (Legal), Color: Black, No.of sheets: 100 sheets/box (ABC: Php 200/box)		
5	60	piece	Certificate frame (wooden) a4 size (ABC: Php 500.00/piece)		
6	40	piece	Certificate frame (wooden) legal size (ABC: Php 700.00/piece)		
7	70	piece	Certificate Holder, A4 size (ABC: Php 50.00/piece)		
8	50	piece	Certificate Holder, legal size (ABC: Php 70.00/piece)		
9	50	box	Clip, Backfold, 19mm (ABC: Php 20.00/box)		
10	3	ream	Colored paper, assorted, legal (ABC: Php 220.00/ream)		
11	8	piece	Cork Board, with frame, Width: 3', Length: 5' (ABC: Php 2,000.00/piece)		
12	100	piece	Correction Tape, Type: Film-Based Type, Width: 6mm, Length: 6m min (ABC: Php 20.00/piece)		
13	4	piece	Cutter Knife, for general purpose (ABC: Php 100.00/piece)		
14	4	tube	Cutter Blade, 10 pieces per tube (ABC: Php 40.00/tube)		
15	20	piece	Data folder, A4 size, landscape (ABC: Php 150.00/piece)		
16	500	piece	Data folder, size: 75mmx230mmx380mm min., blue (ABC: Php 150.00/piece)		
17	2	piece	Date stamp (small) (ABC: Php 100.00/piece)		
18	20	roll	Tape, type: Double Sided, Length=13.7m, Width=19mm, Thickness=1.6mm (ABC: Php 30.00/roll)		
19	20	pack	Time Card for Bundy Clock, Size: Standard, Content: 100pcs/pack (ABC: Php 260.00/pack)		
20	5	box	Pencil Eraser, dust free (ABC: Php 120.00/box)		
21	5	piece	Eraser, Type: For Whiteboard, Dimension (Length: 5", Width: 2, Depth: 1") (ABC: Php 20.00/piece)		
22	80	piece	Envelope, Expanding, plastic, with plastic strap, Size: (LxW)(min.): 380mm x 260mm, Color: Blue (ABC: Php 50.00/piece)		
23	3	bottle	Glue, all purpose, gross weight: 250g (ABC: Php 80.00/bottle)		

24	1	piece	Glue Gun, Power: 20w, Working voltage: 110V-240V, Frequency: 50-60Hz, Nozzle Material: Aluminum, Indicator: LED, Plug Type: EU, Stick Size: 10cm x 0.7cm x 0.7cm / 3.9" x 0.3" x 0.3", Cable Length: 136 cm / 4.46' (ABC: Php 300.00/piece)		
25	10	piece	Glue Stick, Big (ABC: Php 12.00/piece)		
26	10	set	Marker, Type: Fluorescent, Content: 3 pcs/pack, Color: Assorted (ABC: Php 60.00/set)		
27	5	unit	Puncher, paper, heavy duty, with two hole guide, 1 piece in individual box (ABC: Php 190.00/unit)		
28	82	pack	Photo Paper, Thickness:180 GSM, Size: 210 mm x 297mm (A4), Sheet Quantity: 20 sheets/pack (ABC: Php 90.00/pack)		
29	35	case	Push Pin, Type: Flat Head type, Color: Assorted, 100 pcs/case (ABC: Php 30.00/case)		
30	10	piece	Received with date stamp, ordinary (ABC: Php 290.00/piece)		
31	1	piece	Received stamp with certified true copy (ABC: Php 300.00/piece)		
32	6	box	Rubber Band, Multi-Purpose, Thickness: 1.00 mm, Lay Flat Length: 70mm, 350g/box (ABC: Php 150.00/box)		
33	9	piece	Ruler, Material: Plastic, Length: 450mm (18"), Width: 38mm min (ABC: Php 45.00/piece)		
34	7	piece	Ruler, Material: wooden, Length: 12" (ABC: Php 40.00/piece)		
35	7	pair	Scissors, symmetrical, blade length: 65mm, 1 piece in individual plastic (ABC: Php 40.00/pair)		
36	1	piece	Sign board "Parking Area" (ABC: Php 100.00/piece)		
37	200	piece	Sign Pen, Nib Size: 0.5 mm, Ink Color: Black (ABC: Php 35.00/piece)		
38	30	piece	Sign Pen, Nib Size: 0.5 mm, Ink Color: Blue (ABC: Php 35.00/piece)		
39	2	piece	Pocket notebook (ABC: Php 20.00/piece)		
40	72	pack	Paper, Specialty, Thickness: 200 GSM, Color: Cream, Size: A4, Sheet Quantity: 10 sheets/pack (ABC: Php 35.00/pack)		
41	60	pack	Paper, Specialty, Thickness: 200 GSM, Color: White, Size: A4, Sheet Quantity: 10 sheets/pack (ABC: Php 35.00/pack)		
42	10	piece	Stamp pad, felt, bed dimension: 60mm x 100mm, No. 3 (ABC: Php 40.00/piece)		
43	30	bottle	Stamp Pad Ink, purple or violet, 50ml (ABC: Php 40.00/bottle)		
44	24	piece	Staple Remover, Plier Type (ABC: Php 60.00/piece)		
45	5	piece	Stapler, Standard Type, load cap: 200 staples min, 1 piece in individual box (ABC: Php 160.00/piece)		
46	25	pack	Sticker Paper, Glossy, Size: 210mm x 297mm (A4), 10 sheets/pack (ABC: Php 55.00/pack)		
47	50	pad	Note Pad, Size: 3"x 3", No. of Sheets: 100 sheets/pad, Color: Green (ABC: Php 45.00/pad)		
48	50	pad	Note Pad, Size: 3"x 4", No. of Sheets: 100 sheets/pad, Color: Yellow (ABC: Php 60.00/pad)		
49	50	pad	Note Pad, Size: 2"x 3", No. of Sheets: 100 sheets/pad, Color: Yellow (ABC: Php 20.00/pad)		
50	60	pad	Note Pad, Size: 3"x 3", No. of Sheets: 100 sheets/pad, Color: Blue (ABC: Php 45.00/pad)		
51	60	pad	Note Pad, Size: 3"x 3", No. of Sheets: 100 sheets/pad, Color: Pink (ABC: Php 45.00/pad)		
52	60	pad	Note Pad, Size: 3"x 3", No. of Sheets: 100 sheets/pad, Color: Yellow (ABC: Php 45.00/pad)		
53	5	piece	Pencil Sharpener, 1 piece in individual plastic case (ABC: Php 350.00/piece)		
54	2	piece	Tape Dispenser, Table Top (ABC: Php 160.00/piece)		
55	1	piece	Tape Measure 8m (ABC: Php 200.00/piece)		
56	7	piece	Desk Tray, Material: Metal Mesh, No. of Layers: 3 (ABC: Php 500.00/piece)		
57	22	piece	Magazine file box (size: h-29.5cm, l-26.5cm, w-13.5cm, with close ends and fineger ring, blue) (ABC: Php 120.00/piece)		
			<b>***nothing follows***</b>		
				<b>TOTAL</b>	

Delivery Period:  30 calendar days  15 calendar days  calendar days  Others: \_\_\_\_\_  
 Warranty:  1 year  3 months  Others: \_\_\_\_\_  
 Price Validity:  120 calendar days  60 calendar days  30 calendar days  Others: \_\_\_\_\_  
 Delivery Term:  DA-PhilRice Bicol  Others: \_\_\_\_\_  
 Payment Term:  30 calendar days  15 calendar days  Others: \_\_\_\_\_

After having carefully read and accepted your Procurement Terms & Conditions, I/We quote you on the item at prices noted above.

Email Address: \_\_\_\_\_  
Company TIN: \_\_\_\_\_  
Please Check   
VAT   
Non-VAT

\_\_\_\_\_ PRINTED NAME/SIGNATURE  
Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

