



# Philippine Rice Research Institute

Bicol Branch Station  
Batang, Ligao City, 4504 Albay

Quality Rice. Quality Life.

Date: 2022-12-05

## 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 **December 12, 2022** to [bclbac.secretariat@mail.philrice.gov.ph](mailto:bclbac.secretariat@mail.philrice.gov.ph) or send via fax or drop at PMU box at Procurement Management Unit (PMU), Batang, Ligao City, 4504 Albay. For any clarification you may call/send through fax to **(052)-431-0122** or **PMU no. 0999-456-9548**.

Mary Joy A. Masayda  
BUYER/CANVASSER

Ian Stallone G. Palima  
AO II

### 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 Semi-Expendable Furniture and Fixtures  
**Procurement Project No.:** Project 18.2 **PR No.:** 2022-12-0122, 2022-12-0123,  
**Approved Budget of the Contract:** 62,000.00

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			<b>Per Request</b>	<b>Offer</b>	
1	3	unit	Semi-Expendable Furniture and Fixtures Expenses, Rack Aluminum Foldable Magazine Brochure		
2	2	unit	Semi-Expendable Furniture and Fixtures Expenses, Cabinet Drawer Steel Lateral File Cabinet 4 Layer Material: Steel Metal Color: Powder Coated Light Gray Dimensions: H138.5-140cm, D62-62.5cm, W45.5046cm		
3	2	unit	Semi-Expendable Furniture and Fixtures Expenses, Cabinet Drawer Steel Lateral File Cabinet 2 Layer Material: Steel Metal Color: Powder Coated Light Gray		

### TERMS AND CONDITIONS

**Delivery Period:** 10 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: Batang, Ligao City, 4504 Albay  
**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.

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



PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE



DA-PhilRice Bicol Branch Station, Batang, Ligao City, 4504 Albay  
Tel.: (052) 284-4860; Mobile: 0918-946-7439 Email: [bicol.station@philrice.gov.ph](mailto:bicol.station@philrice.gov.ph)

RFQ Control No.: 2022-12-0070 (C)



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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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