



Philippine Rice Research Institute

Batac Branch Station
NTA-PhilRice Building, #17 Tabug, City of Batac, 2906 Ilocos Norte

Quality Rice. Quality Life.

Date: 2023-01-17

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 January 24, 2023 to philricebatacpmu@gmail.com or send via fax or drop at PMU box at Procurement Management Unit (PMU), NTA-PhilRice Building, #17 Tanug, City of Batac, 2906 Ilocos Norte. For any clarification you may call/send through fax to **N/A** or PMU no. **09179549784/09318071660**.

Charlene Christelle Malubay
BUYER/CANVASSER

Mildred L. Penera
AO III

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: Common supplies and materials for the 1st and 2nd quarter of 2023

Procurement Project No.: RCS-002-001B & RCS-004-001

PR No.:

2023-01-0003, 2023-01-0004,
2023-01-0005, 2023-01-0007,
2023-01-0009, 2023-01-0010,

Approved Budget of the Contract: 139,840.00

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			Per Request	Offer	
1	10	piece	Correction tape, Correction tape, film base type, UL 6m min		
2	50	piece	Sign pen, Black, liquid/gel ink, 0.5 mm needle tip		
3	42	piece	Sign pen, Blue, liquid/gel ink, 0.5 mm needle tip		
4	2	piece	Glue, White glue, 200 g.		
5	5	piece	Eraser, Pencil eraser, rubber, soft, 60mm x 20 x 110		
6	5	box	Pencil, Pencil lead, w/ eraser, wood cased, hardness: HB 12pcs/box		
7	5	box	Clip, Paper clip, Vinyl coated, #33mm, 52 g		
8	5	box	Clip, Paper clip, Vinyl coated, #50mm, 120g		
9	10	box	Clip, Backfold, 50mm (2"width), 12 pcs/box		
10	5	box	Clip, Backfold, 32mm (1 1/4"width),		

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

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



			12 pcs/box			
11	100	pack	Board, Bristol board, legal, White, 220gsm, 100's/pack			
12	150	ream	Paper, Plain Paper Copier, A3, 11.7" X 16 5", subs. 80gsm, 500's/ream			
13	8	piece	Battery, Rechargeable battery, 9V			
14	5	pack	Battery, Rechargeable Battery, AA, 2 pcs/blister pack			
15	10	ream	Paper, Plain paper copier, A4, min 80gsm, 210 x 297mm			
16	4	piece	Office tools, Puncher, Heavy duty, 2 hole with guide			
17	60	piece	Marker, Permanent marker, Bullet type, black			
18	450	piece	Ballpen, Ordinary, Black			

TERMS AND CONDITIONS

Delivery Period:	30 calendar days
Place of Delivery:	<input type="radio"/> Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija <input type="radio"/> ATI Building, Elliptical Road, Diliman, Quezon City <input checked="" type="radio"/> Others: NTA-PhilRice Building, #17 Tabug, City of Batac, 2906 Ilocos Norte
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.

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE



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PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

Telephone Number: _____

Email Address: _____

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