


Date: 2022-12-22

## 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 28, 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**.

  
**Robin M. Ollorsa**  
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: Procurement of Office Supplies and Equipment  
Procurement Project No.: RCEP-BIC-3

PR No.:

2022-12-0172, 2022-12-0173,  
2022-12-0174, 2022-12-0175,  
2022-12-0176, 2022-12-0177,  
2022-12-0178, 2022-12-0158,  
2022-12-0159,

Approved Budget of the Contract: 85,822.60

| Item No. | Quantity | Unit  | Item and Description   | Unit Price   | Total Amount |
|----------|----------|-------|--|--------------|--------------|
|          |          |       | <b>Per Request</b>   | <b>Offer</b> |              |
| 1        | 6        | pad   | Notepad, Stick-on, (1"x3"), 100 sheets per pad<br>1x3<br>ABC: Php 35.00/pad  |              |              |
| 2        | 20       | pack  | Paper, Certificate paper<br>Specialty Paper A4<br>ABC: Php 30.00/pack  |              |              |
| 3        | 100      | piece | Certificate holder, Certificate holder, 11-1/2 x 9"<br>A4 Size<br>ABC: Php 60.00/piece   |              |              |
| 4        | 414      | piece | Ballpen, Ordinary, Black<br>ABC: Php 7.70/piece  |              |              |
| 5        | 1        | pack  | Film, Laminating film, 216 x 303mm, Thickness: 125 microns, Size: 216 mm x 303mm (for A4 documents), 100 sheets/pack<br>ABC: Php 1,500.00/pack |              |              |
| 6        | 40       | piece | Organizer, Data File Box<br>ABC: Php 77.20/piece   |              |              |
| 7        | 50       | pack  | Paper, Specialty board paper<br>size: A4<br>gsm: 185/200<br>sheet/pack: 10/pack<br>ABC: Php 100.00/pack  |              |              |

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

|    |     |        |  |  |  |  |
|----|-----|--------|--|--|--|--|
| 8  | 100 | pack   | Paper, Vellum Board<br>Metacards, A4 200gsm 10<br>sheets/pack<br>ABC: Php 25.48/pack   |  |  |  |
| 9  | 120 | piece  | Sign pen, Black, 1.0 mm tip<br>, Black, liquid or gel<br>ABC: Php 22.20/piece  |  |  |  |
| 10 | 200 | piece  | Certificate holder, Certificate holder,<br>11-1/2 x 9"<br>Certificate Holder (A4) 50 pcs per<br>Box<br>ABC: Php 50.00/piece                |  |  |  |
| 11 | 50  | piece  | Frame, Certificate Holder<br>Certificate Frame Size 210mm x<br>297mm (A4)<br>ABC: Php 300.00/piece   |  |  |  |
| 12 | 65  | bottle | Ink, Refill Ink, Black, for Permanent<br>Marker<br>ABC: Php 99.00/bottle   |  |  |  |
| 13 | 10  | ream   | Paper, Plain Paper Copier, A3, 11.7"<br>X 16 5", subs. 80gsm, 500's/ream<br>ABC: Php 495.00/ream   |  |  |  |
| 14 | 20  | pack   | Paper, Sticker paper, A4, 10<br>pcs/pack<br>ABC: Php 55.00/pack  |  |  |  |
| 15 | 50  | pack   | Paper, Specialty board paper<br>size: A4<br>gsm: 185/200<br>sheet/pack: 10/pack<br>ABC: Php 100.00/pack                                    |  |  |  |
| 16 | 20  | roll   | Tape, Double adhesive tape without<br>foam<br>Type: Double-Sided, Length =13.7m,<br>Width = 19 mm, Thickness=1.6 mm<br>ABC: Php 70.00/roll |  |  |  |
| 17 | 5   | bottle | Ink, Refill Ink, Black, for White Board<br>Marker<br>ABC: Php 160.00/bottle  |  |  |  |
| 18 | 10  | piece  | Marker, Permanent marker, Fine<br>Point Pen, Black<br>ABC: Php 55.77/piece   |  |  |  |
| 19 | 10  | pad    | Notepad, Stick-on, (1"x3"), 100<br>sheets per pad<br>ABC: Php 35.00/pad  |  |  |  |
| 20 | 10  | pad    | Notepad, Stick-on, (3"x5"), 100<br>sheets per pad<br>ABC: Php 45.00/pad  |  |  |  |
| 21 | 10  | pad    | Notepad, Stick-on, (6"x2"), 100<br>sheets per pad<br>ABC: Php 40.00/pad  |  |  |  |
| 22 | 5   | piece  | Organizer, Data File Box<br>Mega Box, 155L<br>ABC: Php 650.00/piece  |  |  |  |
| 23 | 30  | pack   | Paper, Specialty board paper<br>size: A4<br>gsm: 200<br>sheet/pack: 10 pcs<br>ABC: Php 30.00/pack  |  |  |  |
| 24 | 10  | roll   | Tape, Double adhesive tape without<br>foam<br>ABC: Php 30.00/roll  |  |  |  |
| 25 | 10  | roll   | Tape, Masking tape, 12" (12 mm x   |  |  |  |

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|    |     |       |  |  |  |
|----|-----|-------|--|--|--|
|    |     |       | 50m)<br>ABC: Php 30.00/roll  |  |  |
| 26 | 50  | piece | Certificate holder, Certificate holder,<br>11-1/2 x 9"<br>A4<br>ABC: Php 53.90/piece |  |  |
| 27 | 20  | piece | Ballpen, Fine point, black<br>ABC: Php 27.50/piece                                   |  |  |
| 28 | 20  | piece | Ballpen, Fine point, Blue<br>ABC: Php 27.50/piece                                    |  |  |
| 29 | 20  | piece | Ballpen, Fine point, red<br>ABC: Php 27.50/piece                                     |  |  |
| 30 | 10  | piece | Clip, Bulldog clip, big<br>Bulldog clip, big<br>ABC: Php 11.00/piece                 |  |  |
| 31 | 10  | piece | Clip, Butterfly Clip, Small<br>ABC: Php 7.70/piece                                   |  |  |
| 32 | 3   | box   | Fastener, Paper fastener, plastic, 50<br>sets/box<br>ABC: Php 120.00/box             |  |  |
| 33 | 2   | pack  | Film, Laminating film, A4, 125 mic<br>ABC: Php 580.80/pack                           |  |  |
| 34 | 20  | piece | Marker, Permanent marker, Broad,<br>black, chisel tip<br>ABC: Php 38.50/piece        |  |  |
| 35 | 10  | piece | Marker, Permanent marker, Broad,<br>Blue, chisel tip<br>ABC: Php 42.35/piece         |  |  |
| 36 | 100 | piece | Notebook, Spiral notebook, 80 pp,<br>(148mm x 200mm)<br>ABC: Php 16.50/piece         |  |  |
| 37 | 20  | piece | Paper, Manila paper, 36 x 48"<br>ABC: Php 5.50/piece                                 |  |  |
| 38 | 10  | roll  | Tape, Masking Tape, 3/4 x 50m<br>ABC: Php 49.50/roll                                 |  |  |
| 39 | 2   | roll  | Tape, Duct tape(cloth-backed),<br>48mm x 50m<br>ABC: Php 165.00/roll                 |  |  |

**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<br><input type="radio"/> ATI Building, Elliptical Road, Diliman, Quezon City<br><input checked="" type="radio"/> Others: Batang, Ligao City, 4504 Albay |
| 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

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





## Philippine Rice Research Institute

Bicol Branch Station  
Batang, Ligao City, 4504 Albay

Quality Rice. Quality Life.

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: \_\_\_\_\_

*A food-secure and resilient Philippines*

*with empowered and prosperous farmers and fisherfolk*



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

PEO Control No. : 2022-12-0006 /DA

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