




Date: 2023-04-17

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 **April 24, 2023** to **jonathanmudlong@gmail.com** or send via fax or drop at RCEF-PMO incoming box at Rice Competitiveness Enhancement Fund - Program Management Office, Maligaya, Science City of Munoz, Nueva Ecija. For any clarification you may call/send through fax to **044-4560277 loc. 631** or RCEF no. **09479962556**.


Jonathan C. Mudlong
BUYER/CANVASSER


Myline A. Dilla
Supervising AO

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 Various Office Supplies
Procurement Project No.: RCS-006-000 **PR No.:** 2023-04-0529, 2023-04-0530,
Approved Budget of the Contract: 63,913.00

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			Per Request	Offer	
1	3	piece	Office tools, Tape dispenser, table top, for 1" width tape		
2	7	piece	Office tools, Stapler, with side remover heavy duty		
3	1000	piece	Folder, Pressboard, expanding w/o tab, for legal size papers		
4	10	piece	Glue, White glue, 200 g.		
5	100	piece	Folder, Data folder, 3 hole with finger ring, legal size		
6	50	piece	Folder, Data folder, top binding, 2 hole, chipboard, taglia lock		
7	20	piece	Eraser, Pencil eraser, rubber, soft, 60mm x 20 x 110		
8	10	pack	Pin, Push pin, 100 pcs/pack 100pcs / pack		
9	5	piece	Office Tools, Ruler, 12 inches solid color		
10	6	unit	Semi-Expendable Office Equipment, Tools, Office Tools, Calculator 12 digit desktop calculator		
11	8	piece	Cutter, Retractable Cutter Knife Heavy duty.		

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE
 DA-PhilRice Central Experiment Station, Maligaya, Science City of Muñoz, 3119 Nueva Ecija
 Email: prri.mail@mail.philrice.gov.ph Text Center: (+63) 917-111-7423
 Websites: www.philrice.gov.ph, www.pinoyrice.com
 Liaison Office: 3rd Floor, ATI building, Elliptical Road, Diliman, Quezon City
 Mobile No.: (+63)928-915-9628



12	20	pack	Label, Index Tab (20pcs/pack) legal size			
13	30	piece	Hook, Hook, big and small Hook. Plastic hook for glass			
14	50	pack	Notepad, Sticky flag Sign here sticky note			

TERMS AND CONDITIONS

Delivery Period: 30 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: Philippine Rice Research Institute - CES, Brgy. Maligaya, Science City of Muñoz, Nueva Ecija
 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 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

Designation: _____
 Company Name: _____
 Business Address: _____
PhilGEPS Registration No.: _____
 Telephone Number: _____
 Email Address: _____