



Philippine Rice Research Institute

Bicol Branch Station
Batang, Ligao City, 4504 Albay


Quality Rice. Quality Life.

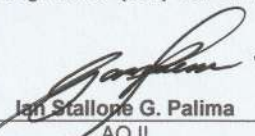
Date: 2023-03-28

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 05, 2023** to 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. Ollors
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 various Office Supplies/Materials and Semi-Expendable Office Equipment (not available at the PS) for the implementation of RCEF project (RCE-002-000) this first semester of 2023.

Procurement Project No.: RCEP-BIC-03.1 **PR No.:** 2023-03-0047, 2023-03-0044, 2023-03-0043, 2023-03-0042, 2023-03-0041,

Approved Budget of the Contract: 53,622.20

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	400	piece	Ballpen, Ordinary, Black ABC: Php 7.70/piece			
2	30	piece	Ballpen, Fine point, black ABC: Php 27.50/piece			
3	100	piece	Paper, Manila paper, 36 x 48" ABC: Php 7.00/piece			
4	100	piece	Marker, Permanent marker, Broad, black, chisel tip ABC: Php 38.50/piece			
5	4	pack	Film, Laminating film, A4, 125 mic ABC: Php 1,371.80/pack			
6	100	piece	Glue, Glue stick ABC: Php 13.00/piece			
7	10	pack	Battery, Rechargeable Battery, AA, 2 pcs/blister pack ABC: Php 400.00/pack			
8	12	pack	Paper, Vellum Board glossy ABC: Php 150.00/pack			
9	10	piece	Board, Clipboard, with cover ABC: Php 100.00/piece			
10	400	piece	Notebook, Steno notebook, spiral, 40 pages ABC: Php 22.00/piece			
11	12	box	Pencil, Pencil lead, w/ eraser, wood cased, hardness: HB			

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

DA-PhilRice Bicol, Batang, Ligao City, 4504 Albay
Tel: (52) 431-0122; 742-0690; 742-0684; Email: bicol.station@mail.philrice.gov.ph
Samar Satellite Station, UEP Campus, Catarman, 6400 Northern Samar
Email: jasielines@exchange.philrice.gov.ph

			12pcs/box ABC: Php 100.00/box		
12	100	piece	Marker, Whiteboard marker, Black ABC: Php 55.00/piece		
13	30	roll	Tape, Masking tape, 1" (24mm x 50m) ABC: Php 66.00/roll		
14	30	roll	Tape, Transparent tape, width: 1" (24mm x 50m) (±1mm) ABC: Php 30.00/roll		
15	30	roll	Tape, Double adhesive tape without foam double sided ABC: Php 40.00/roll		
16	40	pack	Paper, Special paper, Cream, A4, 10pcs/pack for certificates ABC: Php 40.00/pack		
17	40	ream	Paper, Multi-purpose, Legal, 70gsm long ABC: Php 260.00/ream		

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: 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 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: