



Philippine Rice Research Institute

Agusan Branch Station
Basilisa, RTRomualdez, 8611 Agusan del Norte

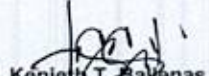
Quality Rice. Quality Life.

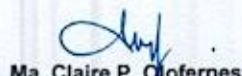
Date: 2023-03-15

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 **March 20, 2023** to mcp.oloferenes@philrice.gov.ph or send via fax or drop at PMU box at Procurement Management Unit (PMU), Basilisa, RTRomualdez, 8611 Agusan del Norte. For any clarification you may call/send through fax to 09088808976 or PMU no. 09088808976.


Keneth T. Balenas
BUYER/CANVASSER


Ma. Claire P. Olofernes
AA 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 Project No.:

Supply and Delivery of Office Supplies for the 2nd Quarter 2023
S-004R PR No.:

2023-02-0022, 2023-02-0020,
2023-02-0021, 2023-02-0024,
2023-02-0025, 2023-02-0054,
2023-02-0049, 2023-02-0050,
2023-02-0052, 2023-02-0051,
2023-02-0037, 2023-02-0039,
2023-02-0038, 2023-02-0028,
2023-02-0030, 2023-02-0032,

Approved Budget of the
Contract:

180,916.74

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	25	pack	Notepad, Sticky flag stick-on notes, index type, 5 colors, 0.5"x1.7"/1.3x4.3 cm, 10x25 sheets, neon			
2	75	pad	Notepad, Stick on, 2 x 3 "			
3	25	pad	Notepad, Stick on, 3 x 4 "			
4	75	pad	Notepad, Stick-on, 3 x 3 "			
5	10	ream	Paper, Plain paper copier, A4, min 80gsm, 210 x 297mm			
6	55	ream	Paper, Plain paper copier, legal, min 80gsm. 216 x 330 mm			
7	2	unit	Semi-Expendable Furniture and Fixtures Expenses, Rack Black, metal, 4 layers			
8	50	bottle	Sanitizing agent, Hand Sanitizer HAND SANITIZER, 500ml			
9	250	piece	Frame, Certificate Holder			

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

DA-PhilRice Agusan, Basilisa, RTRomualdez, 8611 Agusan del Norte
Telefax: (85) 806-0463; Email: agusan.station@mail.philrice.gov.ph
DA-PhilRice Field Office, CMU Campus, Sayre Highway, Musuan, Maramag, 8714 Bukidnon
Mobile: 0909-822-9813; Email: philricefocmu.2019@gmail.com

			Picture Frame, 21x29.7cm (A4)			
10	24	piece	Sign pen, Green, liquid/gel ink, 0.5mm needle tip Sign pen, Green			
11	10	roll	Tape, Masking tape, 1" (24mm x 50m)			
12	10	roll	Tape, Masking tape, 2" (48mm x 50m)			
13	10	roll	Tape, Transparent tape, width: 1" (24mm x 50m) (±1mm)			
14	200	piece	Sign pen, Black, liquid/gel ink, 0.5 mm needle tip			
15	100	piece	Sign pen, Blue, liquid/gel ink, 0.5 mm needle tip			
16	50	pack	Paper towel, Interfolded Paper Towel, 195x205mm Tissue, interfolded paper towel			
17	100	pack	Tissue paper, Toilet tissue paper, 2 ply sheets, virgin pulp, 12 rolls/pack			
18	15	roll	Trash bag, Trash bag, black, 37in x 40in, 10 pcs /roll			
19	100	pack	Battery, Dry cell, 9v (pack of 2)			
20	60	piece	Ballpen, Fine point, black			
21	150	ream	Paper, Multi-purpose, A3, 70 gsm For FSAR reproductions			
22	9	ream	Paper, Multi-purpose, A3, 70 gsm Paper, multicopy, 70 gsm, (A3)			
23	30	pack	Notepad, Sticky flag Stick-on Notes, index type, 5 colors, 0.5"x7"/1.3x4.3 cm, 10x25 sheets, neon			
24	30	pack	Notepad, Sticky flag sticky notes stylish film index			
25	10	box	Clip, Backfold, 15mm (1/2"width), 12 pcs/box backfold clip, 1/2 & quot; width			
26	50	piece	Ballpen, Ballpen, 0.5 - Black			
27	50	pack	Battery, Dry cell, AA, 2 pcs/blister pack			
28	15	pack	Battery, Dry cell, AAA, 2 pcs/ blister pack			
29	1	box	Envelope, Expanding envelope, Legal, Kraftboard, 100 pcs per box			
30	10	box	Staple Wire, Staple wire No. 35, 26/6			
31	30	piece	Correction tape, Correction tape, film base type, UL 6m min			
32	20	unit	Semi-Expendable Office Equipment,			

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

DA-PhilRice Agusan, Basilisa, RTRomualdez, 8611 Agusan del Norte
Telefax: (85) 806-0463; Email: agusan.station@mail.philrice.gov.ph
DA-PhilRice Field Office, CMU Campus, Sayre Highway, Musuan, Maramag, 8714 Bukidnon
Mobile: 0909-822-9813; Email: philricetocmu.2019@gmail.com



Philippine Rice Research Institute

Agusan Branch Station
Basilisa, RTRomualdez, 8611 Agusan del Norte

Quality Rice. Quality Life.



Tools, Office Tools, Calculator
12 digits (electronic)

TERMS AND CONDITIONS

Delivery Period:

20 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: Basilisa, RTRomualdez, 8611 Agusan del 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.
- Partial Bid is accepted.**

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: _____

DA-PhilRice Agusan, Basilisa, RTRomualdez, 8611 Agusan del Norte
Telefax: (85) 806-0463; Email: agusan.station@mail.philrice.gov.ph
DA-PhilRice Field Office, CMU Campus, Sayre Highway, Musuan, Maramag, 8714 Bukidnon
Mobile: 0909-822-9813; Email: philricefocmu.2019@gmail.com