



Philippine Rice Research Institute


DA-PhilRice Bicol Branch Station
Batang, Ligao City, 4504 Albay

Date: 2024-02-28

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 **March 05, 2024** 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. **0985-480-2530**.


Robin M. Ollorsa
BUYER/CANVASSER


Jair 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) of DA-PhilRice Bicol (RCEF)

Procurement Project No.: BCL-RCEP-03 **PR No.:** 2024-02-0031, 2024-02-0032, 2024-02-0033, 2024-02-0034, 2024-02-0042, 2024-02-0023, 2024-02-0024,

Approved Budget of the Contract: 386,671.44

Item No.	Quantity	Unit	Item and Description	Unit Price	Total Amount
			Per Request	Offer	
1	50	piece	Frame, Certificate Holder Certificate Frame, Size: 210 mm x 297mm (for A4 document) ABC: Php 300.00		
2	200	pack	Paper, Vellum Board Thickness: 185 GSM, Color: Cream, Size: 8.3" x 1.17" (A4), Sheet Quantity: 10 sheets/pack ABC: Php 110.00/pack		
3	100	piece	Ballpen, Erasable pen Ordinary, Nib Size: 0.5 mm, Ink Color: Black ABC: Php 84.70/piece		
4	29	pack	Folder, Tagboard, legal size, w/o tab 10 pcs/pack Blue - 50pcs Orange - 90pcs Yellow - 100pcs Green - 40pcs Red - 50pcs Pink - 50pcs Black - 50pcs Violet - 30pcs White-20pcs brown-50 pcs Sky Blue-50 pcs ABC: Php 200.00/pack		
5	4	piece	Frame, Certificate Holder For A4 size papers, 50 pcs per box ABC: Php 2,500.00/box		
6	200	ream	Paper, Multi-purpose, Legal, 70gsm 500 sheets per ream		

Better PhilRice. Better Rice-Farming Communities.

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: jasienes@exchange.philrice.gov.ph

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





Philippine Rice Research Institute

DA-PhilRice Bicol Branch Station
Batang, Ligao City, 4504 Albay

7	3	unit	ABC: Php 130.31/ream Semi-Expendable Office Equipment, Tools, Office Tools, Heavy Duty Stapler Standard Type ABC: Php 143.00/unit			
8	130	piece	Ballpen, Ordinary, Black ABC: Php 7.70/piece			
9	20	piece	Ballpen, Fine point, black ABC: Php 27.50/piece			
10	20	piece	Ballpen, Fine point, Blue ABC: Php 27.50/piece			
11	20	piece	Ballpen, Fine point, red ABC: Php 27.50/piece			
12	100	pack	Paper, Specialty board paper size: A4, gsm: 200, 10 sheets/pack ABC: Php 30.00/pack			
13	100	piece	Frame, Certificate Holder A4 ABC: Php 60.00/piece			
14	100	piece	Clothing accessories, ID Lanyard ID lace with card holder ABC: Php 30.00/piece			
15	10	pad	Notepad, Stick-on, (1"x3"), 100 sheets per pad ABC: Php 38.50/pad			
16	10	pad	Notepad, Stick-on, (3"x5"), 100 sheets per pad ABC: Php 49.50/pad			
17	25	pack	Notepad, Sticky flag ABC: Php 59.56/pack			
18	21	ream	Paper, Multi-purpose, Legal, 70gsm ABC: Php 130.31/ream			
19	30	ream	Paper, Multi-purpose, A4, 70gsm ABC: Php 330.00/ream			
20	10	roll	Tape, Masking tape, 12" (12 mm x 50m) ABC: Php 33.00/roll			
21	10	bottle	Ink, Refill Ink, Black, for Permanent Marker, 30ml/bottle ABC: Php 99.00/bottle			
22	10	piece	Marker, Permanent marker, Fine Point Pen, Black ABC: Php 61.35/piece			
23	10	piece	Marker, Permanent marker, Fine Point Pen, Black			
24	800	pack	Paper, Vellum Board A4, 200gsm 10 sheets/pack ABC: Php 25.48/pack			
25	1	piece	Cash book, Official Cash Book Warrant Registry Book ABC: Php 400.00/piece			
26	320	piece	Sign pen, Black, liquid/gel ink, 0.5 mm needle tip ABC: Php 54.92/piece			
27	50	pack	Battery, Dry cell, AA, 2 pcs/blister pack ABC: Php 48.40/pack			
28	25	pack	Battery, Dry cell, AAA, 2 pcs/ blister pack ABC: Php 48.40/pack			

Better PhilRice. Better Rice-Farming Communities.

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: jasienes@exchange.philrice.gov.ph

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





Philippine Rice Research Institute

DA-PhilRice Bicol Branch Station
Batang, Ligao City, 4504 Albay

29	1	piece	Flag, Philippine national flag, 100% polyester ABC: Php 550.00/piece			
30	40	roll	Tape, Masking tape, 2" (48mm x 50m) ABC: Php 128.70/roll			
31	41	roll	Tape, Packaging tape, 2" (48mm x 50m) ABC: Php 31.98/roll			
32	50	box	Clip, Backfold, 19mm (3/4" width), 12 pcs/box ABC: Php 19.70/box			
33	50	box	Clip, Backfold, 25mm (1"width), 12 pcs/box ABC: Php 35.20/box			
34	10	box	Clip, Backfold, 32mm (1 1/4"width), 12 pcs/box ABC: Php 44.00/box			
35	50	box	Clip, Backfold, 50mm (2"width), 12 pcs/box ABC: Php 71.50/box			
36	10	piece	Cutter, Cutter knife, retractable, heavy duty ABC: Php 77.00/piece			
37	400	ream	Paper, Plain paper copier, A4, min 80gsm, 210 x 297mm ABC: Php 220.00/ream			
38	51	pad	Notepad, Stick on, 2 x 3 " ABC: Php 46.88/pad			
39	30	pad	Notepad, Stick-on, 3 x 3 " ABC: Php 60.38/pad			
40	2	piece	Office tools, Tape dispenser, table top, for 1" width tape ABC: Php 93.50/piece			
41	10	box	Office tools, Staple remover, plier type ABC: Php 66.00/box			
42	5	piece	Stamp pad, Felt stamp pad, bed dimension: 60mm x 100mm ABC: Php 55.00/piece			
43	5	piece	Office tools, Puncher, Heavy duty, 2 hole with guide ABC: Php 215.64/piece			
44	50	piece	Organizer, Data File Box made of chip board with close ends ABC: Php 165.00/piece			
45	320	piece	Folder, Data folder, top binding, 2 hole, chipboard, taglia lock, horizontal, legal size ABC: Php 132.00/piece			
46	20	box	Fastener, Paper fastener, metal, 50Sets/box ABC: Php 100.10/box			
47	60	piece	Marker, Whiteboard marker, Black ABC: Php 55.00/piece			
48	24	pack	Film, Laminating film, A4, 125 mic, 100s/pack ABC: Php 580.80/pack			
49	12	roll	Tape, Duct tape (cloth-backed), 48mm x 50m ABC: Php 165.00/roll			
50	42	piece	Folder, Data folder, 3 hole with finger			

Better PhilRice. Better Rice-Farming Communities.

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: jasienes@exchange.philrice.gov.ph

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





Philippine Rice Research Institute

DA-PhilRice Bicol Branch Station
Batang, Ligao City, 4504 Albay

			ring, legal size, 2" thick ABC: Php 154.00/piece			
51	2	box	Rubberband, Rubberband, No. 18, 350gms , 70mm min lay flat length ABC: Php 165.00/box			
52	4	box	Clip, Paper clip, Vinyl coated, #33mm, 52 g ABC: Php 143.08/box			
53	16	box	Clip, Paper clip, Vinyl coated, #50mm, 120g ABC: Php 30.80/box			
54	52	piece	Correction tape, Correction tape, film base type, UL 6m min ABC: Php 38.50/piece			
55	10	box	Envelope, Expanding envelope, Legal, Kraftboard, 100 pcs per box ABC: Php 1,320.00/box			
56	10	pad	Notepad, Stick on, 3 x 4 " ABC: Php 74.99/pad			
57	3	piece	Glue, White glue, 200 g. ABC: Php 102.25/piece			
58	8	box	Staple Wire, Staple wire No. 35, 26/6 ABC: Php 33.00/box			
59	10	roll	Tape, Masking tape, 1" (24mm x 50m) ABC: Php 66.00/roll			
60	11	roll	Tape, Transparent tape, width: 1"(24mm x 50m) (±1mm) ABC: Php 22.00/roll			
61	11	roll	Tape, Transparent tape, width: 2" (48mm x 50m) (±1mm) ABC: Php 28.56/roll			
62	10	piece	Office tools, Ruler, plastic, 450mm (18"), width: 38mm min ABC: Php 22.00/piece			
63	116	piece	Envelope, Expanding envelope, Legal, Plastic ABC: Php 36.89/piece			
64	90	piece	Folder, Morocco paper folder, Fancy, A4 ABC: Php 11.00/piece			
65	100	piece	Folder, Morocco paper folder, Fancy, Legal ABC: Php 12.10/piece			
66	13	piece	Marker, Permanent marker, Bullet type, black ABC: Php 38.50/piece			
67	13	piece	Marker, Permanent marker, Bullet type, blue ABC: Php 38.50/piece			
68	13	piece	Marker, Permanent marker, Bullet type, red ABC: Php 38.50/piece			
69	10	piece	Marker, Whiteboard marker, Blue ABC: Php 55.00/piece			
70	10	box	Label, Index tab, Self-adhesive, assorted colors, 5 set/box ABC: Php 82.50/box			
71	10	piece	Office tools, Scissors, symmetrical, blade length: 65mm min ABC: Php 71.50/piece			
72	109	piece	Clip, Bulldog clip, big, 3" bullnose			

Better PhilRice. Better Rice-Farming Communities.

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: jasiene@exchange.philrice.gov.ph

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





Philippine Rice Research Institute

DA-PhilRice Bicol Branch Station
Batang, Ligao City, 4504 Albay

			ABC: Php 11.00/piece			
73	155	piece	Clip, Butterfly Clip, Small clip backfold, 25mm ABC: Php 7.70/piece			
74	105	piece	Notebook, Spiral notebook, 80 pp, (148mm x 200mm) ABC: Php 16.50/piece			
75	37	piece	Paper, Manila paper, 36 x 48" ABC: Php 5.50/piece			
76	10	roll	Tape, Masking Tape, 3/4 x 50m ABC: Php 49.50/roll			
77	10	roll	Tape, Double adhesive tape without foam ABC: Php 33.00/roll			
78	16	piece	Marker, Permanent marker, Broad, black, chisel tip ABC: Php 38.50/piece			
79	10	piece	Marker, Permanent marker, Broad, Blue, chisel tip ABC: Php 42.35/piece			
80	15	box	Fastener, Paper fastener, plastic, 50 sets/box ABC: Php 132.00/box			

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 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.: _____

Better PhilRice. Better Rice-Farming Communities.

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: jasienes@exchange.philrice.gov.ph

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE



BAGONG PILIPINAS



Philippine Rice Research Institute

DA-PhilRice Bicol Branch Station
Batang, Ligao City, 4504 Albay

Telephone Number: _____
Email Address: _____

Better PhilRice. Better Rice-Farming Communities.

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: jasienes@exchange.philrice.gov.ph

