



Philippine Rice Research Institute

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

Date: 2024-03-14

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 18, 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. **0999-456-9548**.

[Signature]
Darlah Charmaine M. Zaragoza
BUYER/CANVASSER

[Signature]
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 the 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 a 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 to validation.
7. Award of items in this RFQ will be: [] per item [☒] per lot.
8. For awarding per lot, supplier shall provide quotation for all the items, otherwise the quote will be disregarded.
9. Awarding per item accepts partial bids.

Procurement Project Title: Procurement of Service for Catering Service requirement during the 13th Founding Anniversary of DA-PhilRice Bicol on March 21, 2024.

Procurement Project No.: BCL-CORP-27.4 **PR No.:** 2024-03-0073, 2024-03-0081

Approved Budget of the Contract: 175,020.00

Item No.	Quantity	ABC	Unit	Item and Description		Unit Price	Total Amount
				Per Request	Offer		
1	1	25,020.00	lot	Meals and snacks Meals and snacks for the 13th Founding Anniversary of DA-PhilRice Bicol Breakfast - 22 pax @ Php 150.00/pax Am Snack - 21 pax @ Php 120.00/pax Lunch - 21 pax @ Php 300.00/pax Dinner - 21 pax @Php 300.00/pax Cocktail- 22 pax @ Php 300.00/pax Menu: Breakfast/Lunch/Dinner: 1 natural juice drink/coffee, 1 water, 1 dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad AM Snacks: 1 natural juice drink/coffee, 1 water, 1 bread/noodles or pasta dish/ native, cakes/other, 1 fruit dessert Serving Time:			

Better Rice Communities.

Tel: (52) 431-0122; 742-0690; 742-0684; Email: bicol.station@mail.philrice.gov.ph
Samar Satellite Station, ULP Campus, Catarman, 6400 Northern Samar
Email: jasienes@exchange.philrice.gov.ph
Social Media: web.facebook.com/bicol.philrice

RFQ Control No.: 2024-03-0039 (C)

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





Philippine Rice Research Institute

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

				Breakfast (6:00 AM) AM Snack (9:00 AM) Lunch (11:30 AM) Dinner (6:00 PM)			
2	1	150,000.00	lot	Meals and snacks Meals and snacks for DA-PhilRice Bicol 13th year anniversary Meals and snacks for the 13th Founding Anniversary of DA-PhilRice Bicol Breakfast - 128 pax @ Php 150.00/pax Am Snack - 125 pax @ Php 120.00/pax Lunch - 129 pax @ Php 300.00/pax Dinner - 129 pax @Php 300.00/pax Cocktail- 128 pax @ Php 300.00/pax Menu: Breakfast/Lunch/Dinner: 1 natural juice drink/coffee, 1 water, 1 dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad AM Snacks: 1 natural juice drink/coffee, 1 water, 1 bread/noodles or pasta dish/ native, cakes/other, 1 fruit dessert Note: *Please provide tables and chairs Serving Time: Breakfast (6:00 AM) AM Snack (9:00 AM) Lunch (11:30 AM) Dinner (6:00 PM)			

TERMS AND CONDITIONS

Delivery Period: 1 calendar days

Price Validity: 30 CD ☒ 45 CD ☐ 60 CD ☐ 90 CD ☐ 120 CD ☐ Others ☐

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 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" or "toss coin" 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 before the award 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: _____

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

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Philippine Rice Research Institute

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

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

Telephone Number: _____

Email Address: _____

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