



Coconut Industry Investment Fund - Granexport Manufacturing Corporation
REQUEST FOR QUOTATION

Date: May 09, 2025

RFQ No.: GMC-HO-SVP25-0011

PR No.: PURREQ-GMC-HO-250

Company/Business Name : _____
Address : _____
Business/Mayor's Permit No. : _____
TIN : _____
PhilGEPS Registration Number (required): _____

The Coconut Industry Investment Fund – Granexport Manufacturing Corporation (GRANEX), through its Bids and Awards Committee (BAC), intends to procure **KEYNOTE SPEAKER & FOOD CATERING SERVICES FOR COMMUNICATION TRAINING/SEMINAR 2025** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **MAY 13, 2025, at 12:00pm.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

<u>Document</u>	<u>Remarks</u>
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
Copy of PhilGeps Registration	Valid PhilGEPS Registration Number/Organization ID/PhilGEPS Certificate of Registration (Platinum Membership) Valid PhilGEPS Registration Number/Organization ID (Red Membership)
BIR Registration Certificate	(BIR Form 2303)
Annual Income Tax Return stamped received by the BIR	For items more than Php 500,000.00
Notarized Omnibus Sworn Statement (GPPB- Prescribed Form)	For items more than Php 50,000.00 If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract but before payment.

For any clarification, you may contact **Aileen Mae G. Borja** on email address at agalera@ciif.ph

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.
 - If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
 - In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) All mandatory technical specifications (with asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at agalera@ciif.ph
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SPMC 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.
7. The award of the contract shall be made to the lowest quotation which complies with the technical specifications, requirements, and other terms and conditions stated herein.
8. Payment shall be made upon confirmation of delivery and submission of the required supporting documents, i.e., Purchase Order and Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SPMC may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS/SCOPE OF WORKS	YES	NO	REMARKS
1. KEYNOTE SPEAKER FOR COMMUNICATION SKILLS TRAINING/SEMINAR Proven experience or accomplishments relevant to the event's theme.			
2. FOOD CATERING SERVICES DURING TRAINING/SEMINAR FOR COMMUNICATION SKILLS A. Experience & Capacity - Minimum of 2 years' experience catering for corporate or training events. - Capable of serving 9 number of participants for two-days. - Experience with serving buffet-style, packed meals, or plated meals. B. Menu Options - Ability to provide balanced meals (breakfast, lunch, snacks, and drinks) per day. - Offer variety for dietary preferences (vegetarian, halal, gluten-free, etc.). - Submit a sample menu for both days. C. Hygiene & Compliance - Valid Sanitation Permit Certification. - Compliance with local health and safety standards. - PhilGEPS Registered D. Logistics - Provide necessary equipment (chafing dishes, utensils, dispensers, etc.). - Deliver food on time and provide on-site serving staff if needed. - Clean-up services post-meal. E. Budget & Payment - Provide a cost proposal/quotation per head or per meal. - Must accept official payment methods and issue receipts or invoices.			

FINANCIAL OFFER

Terms of Payment: Payment shall be made through Land Bank's within thirty (30) days after Submission of Billing and User Acceptance of the product (Approved Receiving Report). Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

KEYNOTE SPEAKER FOR COMMUNICATION SKILLS TRAINING/SEMINAR		
Approved Budget for the Contract: Php 9,168.21 (Php 1,018.69/pax)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
9 PAX		In Words: _____ _____ _____ In Figure: _____ _____

FOOD CATERING SERVICES DURING TRAINING/SEMINAR FOR COMMUNICATION SKILLS		
Approved Budget for the Contract: Php 9,168.21 (Php 1,018.69/pax)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
9 PAX		In Words: _____ _____ _____ In Figure: _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos

Email address/es

