Coconut Industry Investment Fund – San Pablo Manufacturing Corporation

REQUEST FOR QUOTATION

Date: AUGUST 29, 2025
RFQ No.: SPMC-HO-SVP25-0072
PR No.: PURREQ-SPC-PL-5244

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

The Coconut Industry Investment Fund – San Pablo Manufacturing Corporation (SPMC), through its Bids and Awards Committee (BAC), intends to procure **"VARIOUS INGREDIENTS"** 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 **SEPTEMBER 03, 2025 at 9:00 AM**.

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

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayors/Business Permit with the Official Receipt of the renewal application. However, a copy of your 2025 Mayor's or Business Permit shall be required to be submitted after the award of the 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
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 **Michelle D. Roxas** on email address at mdejesus@ciif.ph/michelledjesus@yahoo.com

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ANGELITA G. RAPADA
Head, BAC Secretariat

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 to mdejesus@ciif.ph/michelledjesus@yahoo.com
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. The item/s shall be delivered according to the accepted offer of the bidder at **Plant Site CAIP-SEZ BRGY. SAN ANTONIO, SAN PASCUAL, BATANGAS.**
9. Item/s delivered shall be inspected on the scheduled date and time of the SPMC. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
10. 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.
11. 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:

VARIOUS INGREDIENTS				
TECHNICAL SPECIFICATIONS/SCOPE OF WORKS	**QUANTITY**	**YES**	**NO**	**REMARKS**
1. SKIMMED MILK POWDER APPEARANCE (VISUAL): CLEAN FREE-FLOWING POWDER COLOR (VISUAL): CREAMY WHITE ODOR (ORGANOLEPTIC): TYPICAL MOISTURE & VOLATILE MATTER: 3.8%, MAX AEROBIC PLATE COUNT: 4,000 CFU/G, MAX ESCHERICHIA COLI: < 10 CFU/G COLIFOEMS: < 10 CFU/G STAPHYLOCOCCUS AUREUS: < 10 CFU/G YEAST AND MOLD: 50 CFU/G, MAX SALMONELLA PER 25G: ABSENT LEAD: 2.0 MG/KG, MAX ARSENIC: 3.0 MG/KG, MAX MERCURY: 0.1 MG/KG, MAX	1,650.00 KG			
2. VACUUM SALT BAG OF 25 KGS SODIUM CHLORIDE (PURITY): 98.0%, MIN IODINE CONTENT: 30 – 70 MG/KG APPEARANCE (VISUAL): FREE-FLOWING POWDER COLOR (VISUAL): WHITE MOISTURE & VOLATILE MATTER: 0.50, MAX LEAD: 2.0 MG/KG, MAX ARSENIC: 3.0 MG/KG, MAX MERCURY: 0.1 MG/KG, MAX	12,400.00 KG			
3. BETA CAROTENE APPEARANCE (VISUAL): VISCOUS OIL COLOR (VISUAL): REDDISH BROWN, BROWNISH RED VIS-ABSORPTION IN CYCLOHEXANE MAXIMUM: 453 TO 457 RELATIVE ABSORBANCE, AT 340NM: 0.080, MAX CAROTENE CONTENT: 30.0%, MIN SULFATED ASH: 0.10%, MAX LEAD:2.0 MG/KG, MAX	12.00 KG			

ORIGIN:	
WARRANTY:	
DELIVERY LEADTIME: **Note:** Delivery on a staggered basis.	
TECHNICAL REQUIREMENTS: 1. UPDATED SAFETY DATA SHEET AND PRODUCT TECHNICAL SHEET. 2. FOOD GRADE CERTIFICATION CERTIFIED BY THE SUPPLIER'S LICENSED CHEMIST OR ANY COMPETENT PERSONNEL. 3. HACCP PLAN OR PROCESS FLOW DIAGRAM 4. INGREDIENT DECLARATION 5. CERITIFICATION OF ORIGIN 6. ALLERGEN STATEMENT/ DECLARATION **INSPECTION AND TEST** 1. VALID CERTIFICATE OF ANALYSIS CERTIFIED BY THE SUPPLIERS LICENSED CHEMIST SHOWING THE MANUFACTURING DATE, EXPIRATION DATE, AND COMPLIANCE WITH THE PARAMETERS REQUIRED UNDER TECHNICAL SPECIFICATIONS. 2. VALID HALAL PRODUCT CERTIFICATE ISSUED BY A CERTIFYING BODY RECOGNIZED BY THE WORLD HALAL COUNCIL WITH PRINCIPAL PLACE OF BUSINESS IN THE PHILIPPINES (TO BE SUBMITTED ONCE A YEAR) 3. WITH ATLEAST 75% REMAINING SHELF LIFE UPON DELIVERY. 4. THIRD PARTY HEAVY METAL TEST REPORT (VALID FOR 12 MONTHS UPON THE TEST REPORT(12MONTHS UPON THE TEST REPORT DATE, TO BE SUBMITTED ONCE A YEAR)	

FINANCIAL OFFER:

Terms of Payment: Payment shall be made through Landbank within thirty (30) days after Submission of Billing and User Acceptance of the product. A 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 the item being offered is free.

VARIOUS INGREDIENTS		
SKIMMED MILK POWDER		
Approved Budget for the Contract: Php 508,200.00 (Php 308.00/kg)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (AxB)**
1,650 KG		In Words: ______________________________ ______________________________ ______________________________ In Figure: ______________________________
VACUUM SALT		
Approved Budget for the Contract: Php 245,498.18 (Php 19.80/kg)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (AxB)**
12,400 KG		In Words: ______________________________ ______________________________ ______________________________ In Figure: ______________________________
BETA CAROTENE		
Approved Budget for the Contract: Php 85,799.98 (Php 7,150.00/kg)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (AxB)**
12 KG		In Words: ______________________________ ______________________________ ______________________________ In Figure: ______________________________

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Signature over Printed Name

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Position/Designation

____
Office Telephone/Fax/Mobile Nos.

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Email address/es