Republic of the Philippines

Office of the President

COCONUT INDUSTRY INVESTMENT FUND OIL MILS GROUP (CIIF-OMG)
(LEGASPI OIL COMPANY, INC., SAN PABLO MANUFACTURING CORPORATION, SOUTHERN LUZON COCONUT OIL MILL, INC., CAGAYAN DE ORO OIL COMPANY, INC., GRANEXPORT MANUFACTURING CORPORATION, ILIGAN COCONUT INDUSTRIES, INC.)

4th Floor Palacio del Gobernador, General Luna St., Intramuros Manila

REQUEST FOR QUOTATION

Date: 12 October 2026
RFQ No.: GMC-HO-2026-NP-0002
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 **Lease of Venue with Food Catering Services and Keynote Speaker/Facilitator** through **Section 35.9 Lease of Real Property and Venue** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 NN of 15 October 2026,** subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

DENNIS S. CAPARAS
Chairperson, Bids and Awards Committee
Coconut Industry Investment Fund-Granexport Manufacturing Corporation
Email: agalera@ciif.ph
Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

a. **Mayor's/Business Permit**
b. **PhilGEPS Registration Number**
c. **Income/Business Tax Return**

The Head of the Procuring Entity (HoPE) of the GRANEX reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with the conditions specified under Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at 5322 6222 or send email to agalera@ciif.ph.

By the Authority of the Bids and Awards Committee:

Angelita G. Rapada
BAC Secretariat Head

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 technical specifications 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 e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide 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 GRANEX 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. Award of 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.
9. Item/s delivered shall be inspected on the scheduled date and time of the GRANEX. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or 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 GRANEX 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Lease of Venue with Food Catering Services and Keynote Speaker/Facilitator on October 19 and 20, 2026 for 7 pax			
Minimum Technical Specifications	**Quantity**	**Offered Technical Specification/Service**	**Statement of Compliance** ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
Requirements:			
Location of Venue: • Venue must be within twelve (12) kilometers from Mactan International Airport			
Accessibility and Inclusivity: • Venue must be accessible to all participants, including PWDs, and with elevators especially for venues located at the second or higher floors • With provision for reserved parking for at least five (5) vehicles, free of charge, for three (3) days			
Services and Amenities: • Five-star hotel services and amenities • Provision of janitorial/housekeeping and security services • With available Medical Clinic with first aid facilities and a standby nurse/ or available transport to a nearby hospital in case of emergency			
Fortuitous Events: • In case of any fortuitous events, rescheduling shall be allowed without any additional cost, within two (2) months from the original date, subject to the availability of the hotel.			
Venue Requirements: **A. Plenary Hall (for at least 25 pax):** • Must be available for the whole duration of the event			

• Must be able to accommodate at least 7 pax in a round-table setup with seven (7) seating capacity • With provision of registration tables with tablecloth cover to be set-up outside the function hall for the first day • With provision for storage area for safekeeping of event materials • With adjustable air conditioning or ventilation to maintain a comfortable environment for all attendees • With power outlets and charging stations available at different locations to accommodate attendees' needs • With provision for free and high-speed WiFi, minimum of 100 Mbps and/or higher dedicated connection to ensure zero intermittent connection, and a video projection facility • Without any pillars or obstructions that block the view of the stage. • With clean and well-maintained comfort rooms located near or adjacent to the function hall •			

D. Function Area for Socials (for at least 25 pax) • With separate function area for socials that can accommodate at least 50 pax from 8am to 5am on October 19 to 20, 2026 • With area that can be used for cultural /group presentation • With provision for minimum lights and sound provision for entertainment purposes			
Meals and Refreshments: A. **Plenary Area for at Least 50 pax October 19-20, 2026** -Plated AM snacks with beverage -Buffet lunch with beverage -Plated PM snacks with beverage - With free-flowing coffee, tea, and water **October 20, 2026** -Plated AM snacks with beverage -Buffet Lunch with beverage - With free-flowing coffee, tea, and water B. **Meeting Room/ VIP Holding Area (for at least 10 pax)** -With free-flowing coffee and/or tea and at least two (2) variants of pastries C. **Area for Press Conference (for at least 20 pax)** • Plated AM snacks with beverage D. **Function Area for Socials for at least 100 pax** • Pica-pica • Buffet Dinner with beverage **Additional Notes:**			

a. Menu choice for meals, snacks, and pica-pica must be submitted for approval within five (5) working days upon receipt of contract b. Lunch and dinner buffet with wide course selection that fit high-level event requirements. It should include salad, soup, dessert, assorted beverage, at least two (2) variants of meat, one (1) variant of seafood, and one (1) variant of vegetable c. Free food testing for three (3) to four (4) pax must be arranged at least one (1) week prior to the event d. Ensure that vegetarian, halal, and allergen-free meal options are available upon request without any additional costs e. Serving time of meals and refreshments to be coordinated by the end-user f. With dedicated professional waiters to assist with food service, replenishment, and table clearing g. With provision of biodegradable takeout boxes or containers available upon request, free of charge h. Cost of meals and refreshment based on guaranteed pax. Any cost incurred for meals and refreshments on top of the guaranteed arrangement shall be based on actual consumption, with total cost not exceeding total contract price for the Project			
Technical Equipment, Photo and, Video Coverage and other Services Requirements: **<u>Must be able to provide the following</u> <u>technical services:</u>** • Manage the set-up, live streaming support, technical staging requirements including the technical assistance in projecting/managing presentations/airing of AVPs, etc., including, live streaming (Zoom Webinar [Live Zoom Broadcast]) • Video coverage and recording for three days with clear, high-quality audio			

recordings of all sessionsfor documentation and reference. **<u>Must provide the following technical</u> <u>equipment:</u>** • 4-6 units of monitor speakers • Two (2) units of wireless microphones (w/ new foam covers) • Two (2) wired microphone (w/ new foam covers) • 1-camera set up for live feed / broadcast • Video switcher device/hardware (capable of live streaming) • Audio switcher/hardware • Other related materials, tools, and equipment that may be required to			

ensure efficientand uninterrupted services.			
Contractual Arrangement and Payment Terms: The GRANEX shall pay the service provider the actual amount **net of taxes** in a send bill arrangement. Payment shall be made through ADA (Advice to Debit) from the submission of billing statement. Billing shall be made after the activity.			
******nothing follows********			

FINANCIAL OFFER:

Terms of Payment:

The GRANEX *shall pay the supplier the actual amount net of taxes in a send bill arrangement. Payment shall be made upon submission of billing statement and completion of the deliverables and issuance of Certificate of Inspection and Acceptance.*

Payment Details:

Banking Institution: _____
Account Number: _____
Account Name (should be the exact account name as registered in the bank):
_____
*Bank 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.

Lease of Venue with Food Catering Services and Keynote Speaker/Facilitator on March 26, 2026 for 8 pax	
Approved Budget for the Contract	**Total Offered Quotation (Inclusive of VAT)**
Twenty Seven Thousand Seven Hundred Four and 53/100. (Php 27, 704.53)	**In words:** **In figures**:

Signature over Printed Name _____

Position/Designation _____

Office Telephone/Fax/Mobile Nos. _____

Email address/es _____