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., SPMCPORT MANUFACTURING CORPORATION, ILIGAN COCONUT INDUSTRIES, INC.)
4th Floor Palacio del Gobernador, General Luna St., Intramuros Manila

REQUEST FOR QUOTATION

Date: November 5, 2026
RFQ No.: LEG-PL-2026-NP-0003
Company/Business Name: _____
Address: _____
Business/Mayor's Permit No.: _____
TIN: _____
PhilGEPS Registration Number (required): _____

The **Coconut Industry Investment Fund – Legaspi Oil Company, Inc. (LEGOIL),** through its Bids and Awards Committee (BAC), intends to procure **Lease of Venue with Food Catering Services and Keynote Speaker/Facilitator during Leadership Skills Training** 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 **November 9, 2026 3:00PM,** subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. GERARDO GENARO F. ERESE
Chairperson, Bids and Awards Committee
Coconut Industry Investment Fund- Legaspi Oil Company Inc.
Email: smadrinian@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 LEGOIL 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 0985-111-8760 or send email to smadrinian@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 smadrinian@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 LEGOIL 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 LEGOIL. 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 LEGOIL 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 during Leadership Skills Training on November 13-14, 2026 for 23 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 one (1) kilometers from Legaspi Oil Company Inc. Arimbay Legazpi City.			
Accessibility and Inclusivity: • Venue must be accessible to all participants, including PWDs, and for venue located at the second floor			
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			
Venue Requirements: • **Function Room for November 13-14, 2026, (for at least 23pax):** • Must be available for the whole duration of the event • 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 clean and well-maintained comfort rooms located near or adjacent to the function hall			

Meals and Refreshments: a. Menu choice for AM snacks, Buffet Lunch, and PM snacks must be submitted for approval -Plated AM snacks with beverage -Buffet lunch with beverage -Plated PM snacks with beverage b. Ensure that vegetarian, halal, and allergen-free meal options are available upon request without any additional costs c. Serving time of meals and refreshments to be coordinated by the end-user d. With dedicated professional waiters to assist with food service, replenishment, and table clearing e. With provision of biodegradable takeout boxes or containers available upon request, free of charge f. Ensure that vegetarian, halal, and allergen-free meal options are available upon request without any additional costs g. Serving time of meals and refreshments to be coordinated by the end-user h. With dedicated professional waiters to assist with food service, replenishment, and table clearing i. With provision of biodegradable takeout boxes or containers available upon request, free of charge			
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Technical Equipment, Photo and, Video Coverage and other Services Requirements: **Must be able to provide the following technical services:** • 1 unit of LCD Projector • Two (2) units of wireless microphones (w/ new foam covers) • Other related materials, tools, and equipment That may be required to ensure efficient and Uninterrupted services. *******nothing follows**********			

FINANCIAL OFFER:

Terms of Payment:

The LEGOIL *shall pay the supplier 50% downpayment (Reference Section 71.1.5 of IRR of RA 12009) 50% balance payment on the actual amount net of taxes 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 during Leadership Skills Training on November 13-14, 2026 for 23 Pax	
Approved Budget for the Contract	**Total Offered Quotation (Inclusive of VAT)**
One Hundred Twenty -Eight Thousand Eight Hundred (PHP 128,800.00)	**In words:** **In figures**:

_____

Signature over Printed Name

_____

Position/Designation

_____

Office Telephone/Fax/Mobile Nos.

_____

Email address/es