



Coconut Industry Investment Fund – San Pablo Manufacturing Corporation

REQUEST FOR QUOTATION

Date: **JUNE 12, 2024**

RFQ No.: **SPMC-HO-SHOP24-0015**

Company/Business Name: _____

Address: _____

Business/Mayor’s Permit No.: _____

TIN: _____

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 LABORATORY SUPPLIES FOR MICROBIAL TEST** through **Section 52.1 (b) (SHOPPING)** 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 **JUNE 17, 2024, at 12:00nn**.

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

Document	Remarks
Copy of 2022 Mayor’s or Business Permit	In case not yet available, you may submit your expired 2021 Mayor’s or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor’s or Business Permit shall be required to be submitted after award of contract but before payment.
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)	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 Ms. Michelle De Jesus @88927961-66 local 1320 or email address at mdejesus@ciif.ph & michelledjesus@yahoo.com

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 at mdejesus@ciif.ph address of buyer create email through BACSEC.
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 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 No. 06-2005**.
7. Award of contract shall be made to the lowest quotation that 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 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 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 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 LABORATORY SUPPLIES FOR MICROBIAL TEST				
TECHNICAL SPECIFICATIONS/SCOPE OF WORKS	QUANTITY	YES	NO	REMARKS
1. BUFFER PEPTONE WATER (BPW)	4 BOTTLES			
2. MICRO PIPETTE TIP 1ML	500 PC			
3. PIPETTE TIP 10ML DISPOSABLE, BAG OF 100PCS	100 PCS			
4. PIPETTE TIP 5ML DISPOSABLE	500 PCS			
5. AUTOCLAVEABLE BIOBAGS (HI-TEMP) SIZE: W – 350MM X H-600MM 1.5MIL THICK, 1-3 GALLON	1 BOX			
6. SWABB APPLICATOR 16 X 150MM	500 PCS			
7. SAMPLE BAG 1930 W - 190 X 300MM (250ml)	500 pcs			
8. SAMPLE BAG 1523W – 150 X 230 MM (150ML)	500 PCS			
9. FOOD BUFFER FOR SOY ALLERGEN 250ML	3 BOTTLES			
10. STERILE MEMBRANE FILTER WITHOUT ABSORBENT PADS 45MM	2.5 BOX			
11. PH PAPER INDICATOR PH-14 100'S/KIT	3 KITS			
12. CHLORINE TEST STRIP 0-20 MG/1CL2, PART NO.117925.0001	3 PACKS			
13. CHLORINE TEST STRIP 0-500 MG DE CL2, PART NO. 117924.0001	6 PACKS			

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 LABORATORY SUPPLIES FOR MICROBIAL TEST		
BUFFER PEPTONE WATER (BPW)		
Approved Budget for the Contract: Php. 12,297.60 (Php 3,074.40/BOT)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
4 BOTTLES		In Words: _____ _____ _____ In Figure: _____
MICRO PIPETTE TIP 1ML		
Approved Budget for the Contract: Php. 1,045.52 (Php 2.09/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
500 PCS		In Words: _____ _____ _____ In Figure: _____
PIPETTE TIP 10ML		
Approved Budget for the Contract: Php. 2,635.20 (Php 26.35/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
100 PCS		In Words: _____ _____ _____ In Figure: _____
PIPETTE TIP 5ML		
Approved Budget for the Contract: Php 1,219.90 (Php 2.44/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
500 PCS		In Words: _____ _____ _____ In Figure: _____
AUTOCLAVABLE BIOBAGS (HI-TEMP)		

Approved Budget for the Contract: Php. 8,947.20		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
1 BOX		In Words: _____ _____ _____ In Figure: _____
SWABB APPLICATOR 16 X 150MM		
Approved Budget for the Contract: Php. 60,755.97 (Php 121.51/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
500 PCS		In Words: _____ _____ _____ In Figure: _____
SAMPLE BAG 1930 W - 190 X 300MM (250ml)		
Approved Budget for the Contract: Php 15,213.60 (Php 30.43/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
500 PCS		In Words: _____ _____ _____ In Figure: _____
SAMPLE BAG 1523W – 150 X 230 MM (150ML)		
Approved Budget for the Contract: Php. 13,885.20 (Php 27.77/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
500 PCS		In Words: _____ _____ _____ In Figure: _____
FOOD BUFFER FOR SOY ALLERGEN		
Approved Budget for the Contract: Php. 7,189.67 (Php 2,396.56)		
Quantity	Offered Price per UOM	TOTAL OFFERED QUOTATION

(A)	(B)	(AxB)
3 BOTTLES		In Words: _____ _____ _____ In Figure: _____
STERILE MEMBRANE FILTER WITHOUT ABSORBENT PADS 45MM		
Approved Budget for the Contract: Php. 13,600.00 (Php 5,440.00/BOX)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
2.5 BOX		In Words: _____ _____ _____ In Figure: _____
PH PAPER INDICATOR PH-14		
Approved Budget for the Contract: Php 7,414.65 (Php 2,471.55/KIT)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
3 KITS		In Words: _____ _____ _____ In Figure: _____
CHLORINE TEST STRIP 0-20 MG/1CL2, PART NO.117925.0001		
Approved Budget for the Contract: Php. 19,121.96 (Php 6,373.99/PACK)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
3 PACKS		In Words: _____ _____ _____ In Figure: _____
CHLORINE TEST STRIP 0-500 MG DE CL2, PART NO. 117924.0001		
Approved Budget for the Contract: Php. 34,762.96 (Php 5,793.83/PACK)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
6 PACKS		In Words: _____ _____ _____ In Figure: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es