



## Coconut Industry Investment Fund – San Pablo Manufacturing Corporation

### REQUEST FOR QUOTATION

Date: **JUNE 28, 2024**

RFQ No.: **SPMC-HO-SHOP24-0016A**

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 OFFICE SUPPLIES** 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 **JULY 03, 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 **Aileen Mae G. Borja** on cellphone no. **09190695339** or email address at [agalera@ciif.ph](mailto:agalera@ciif.ph)

**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 [agalera@ciif.ph](mailto:agalera@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 OFFICE SUPPLIES				
TECHNICAL SPECIFICATIONS/SCOPE OF WORKS	QUANTITY	YES	NO	REMARKS
1. BOND PAPER SHORT GREEN	6 REAM			
2. BOND PAPER SHORT BLUE	6 REAM			
3. WATER GLUE	30 PCS			
4. EXPANDED US FOLDER GREEN	300 PCS			
5. BALLPEN 0.7 (BLACK)	5 BOXES			
6. BALLPEN 0.5 (BLACK)	5 BOXES			
7. BALLPEN 0.7 (BLUE)	5 BOXES			

**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 OFFICE SUPPLIES		
BOND PAPER SHORT GREEN		
Approved Budget for the Contract: Php. 5,686.98 (Php 947.83/REAM)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
6 REAM		In Words: _____ _____ _____  In Figure: _____
BOND PAPER SHORT BLUE		
Approved Budget for the Contract: Php. 5,686.98 (Php 947.83/REAM)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)

<b>6 REAM</b>		In Words: _____ _____ _____ In Figure: _____ _____
<b>WATER GLUE</b>		
<b>Approved Budget for the Contract: Php. 1,102.80 (Php 36.76/PC)</b>		
<b>Quantity (A)</b>	<b>Offered Price per UOM (B)</b>	<b>TOTAL OFFERED QUOTATION (AxB)</b>
<b>30 PCS</b>		In Words: _____ _____ _____ In Figure: _____ _____
<b>EXPANDED US FOLDER GREEN</b>		
<b>Approved Budget for the Contract: Php 8,031 (Php 26.77/PC)</b>		
<b>Quantity (A)</b>	<b>Offered Price per UOM (B)</b>	<b>TOTAL OFFERED QUOTATION (AxB)</b>
<b>300 PCS</b>		In Words: _____ _____ _____ In Figure: _____ _____
<b>BALLPEN 0.7 (BLACK)</b>		
<b>Approved Budget for the Contract: Php. 693.00 (138.60/BOX)</b>		
<b>Quantity (A)</b>	<b>Offered Price per UOM (B)</b>	<b>TOTAL OFFERED QUOTATION (AxB)</b>
<b>5 BOXES</b>		In Words: _____ _____ _____ In Figure: _____ _____
<b>BALLPEN 0.5 (BLACK)</b>		
<b>Approved Budget for the Contract: Php. 693.00 (138.60/BOX)</b>		
<b>Quantity (A)</b>	<b>Offered Price per UOM (B)</b>	<b>TOTAL OFFERED QUOTATION (AxB)</b>

5 BOXES		In Words: _____ _____ _____ In Figure: _____ _____
<b>BALLPEN 0.7 (BLUE)</b>		
<b>Approved Budget for the Contract: Php. 693.00 (138.60/BOX)</b>		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
5 BOXES		In Words: _____ _____ _____ In Figure: _____ _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es