



Coconut Industry Investment Fund – San Pablo Manufacturing Corporation

REQUEST FOR QUOTATION

Date: 07-15-2024

RFQ No.: SPMC-PL-SVP24-0054

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 the VARIOUS CALIBRATION OF LABORATORY EQUIPMENTS OF SPMC PLANT 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 July 20, 2024 @ 5pm.

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

Document	Remarks
Copy of 2024 Mayor’s or Business Permit	In case not yet available, you may submit your expired 2023 Mayor’s or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 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
Philgeps Registration Certificate	Platinum or Red Approved

For any clarification, you may contact us at cp# 0939-905-2723 or email address jdalisay@ciif.ph

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 jdalisay@ciif.ph email 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 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. 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 SPMC. 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 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:

(ITEM DESCRIPTION)			
TECHNICAL SPECIFIFCATIONS/SCOPE OF WORKS	YES	NO	REMARKS
1. CALIBRATION OF LOVIBOND TINTOMETER PFX 880			
2. CALIBRATION OF RANCIMAT METHROM 743			
3. PM AND CALIBRATION OF DIGITAL INCUBATOR, MODEL:133730 (BOEKEL SCIENTIFIC)			
4. PM AND CALIBRATION OF INCUBATOR (BOEKEL) CCC 1.49			
5. PM AND CALIBRATION OF REFRIGERATED BATH CIRCULATOR SN: 9605310008C			
6. PM AND CALIBRATION OF RANCIMAT 743, SN: 03111			
7. PM AND CALIBRATION OF OVEN (IQC NO. 201)			
8. PM AND CALIBRATION OF OVEN (IQC NO. 202)			
9. PM AND CALIBRATION OF OVEN (QA-OV001)			
10. PM AND CALIBRATION OF SFC OXFORD INSTRUMENT			
11. CALIBRATION OF BURETTE, 10ML			
12. CALIBRATION OF MASS STANDARD, 1KG			
13. CALIBRATION OF THERMOMETER 20°C TO 50°C			
14. CALIBRATION OF WEIGHING SCALE, AZUKI			
15. PM AND CALIBRATION OF BURETTE 50ML			

16. PM AND CALIBRATION OF ANALYTICAL BALANCE - SARTORIUS - ACCULAB - SHIMADZU			
17. PM AND CALIBRATION OF THERMOMETER (250°C)			
18. PM AND CALIBRATION OF TOP LOADING BALANCE, ID NO. 35204812			
19. CALIBRATION OF LOVIBOND TINTOMETER PFX 880			
20. PM AND CALIBRATION OF ELECTRIC PRESSURE STEAM STERILIZER (MODEL NO. 25X)			
21. CALIBRATION OF DIGITAL CALIPER			
22. PM AND CALIBRATION OF REFRIGERATED BATH CIRCULATOR SN: 9605310010C			
23. CALIBRATION OF PH METER (SN:B714928311)			
24. PM AND CALIBRATION OF OVEN (MEMMERT)			
25. PM AND CALIBRATION OF MARAN SFC			
26. PM AND CALIBRATION OF DISPENSETTE S ORGANIC SN#20F03466			
27. PM AND CALIBRATION OF DISPENSETTE S ORGANIC SN#19K59310			
<i>*INCLUDES MOBILIZATION AND DEMOBILIZATION*</i>			
<i>Plant Location: San Pablo Manufacturing Corporation, CAIP-SEZ, San Antonio, San Pascual, Batangas</i>			

FINANCIAL OFFER

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

SERVICES		
(1) Approved Budget for the Contract: PHP 24,000.00/LOT CALIBRATION OF LOVIBOND		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____ In Figure: _____

SERVICES		
(2) Approved Budget for the Contract: PHP 33,600.00/LOT CALIBRATION OD RANCIMAT		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____
		In Figure: _____
SERVICES		
(3) Approved Budget for the Contract: PHP 2,402.40/LOT PM & CALIBRATION OF DIGITAL INCUBATOR		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____
		In Figure: _____
SERVICES		
(4) Approved Budget for the Contract: PHP 2,402.40/LOT PM AND CALIBRATION OF INCUBATOR		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____
		In Figure: _____
SERVICES		
(5) Approved Budget for the Contract: PHP 2,402.40/UNIT PM & CALIBRATION OR REFRIGERATED BATH CIRCULATOR		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 UNIT		In Words: _____
		In Figure: _____

SERVICES		
(6) Approved Budget for the Contract: PHP 33,000.00/UNIT PM & CALIBRATION OF RANCIMAT		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 UNIT		In Words: _____
		In Figure: _____
SERVICES		
(7) Approved Budget for the Contract: PHP 2,402.40/UNIT PM & CALIBRATION OF OVEN (201)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 UNIT		In Words: _____
		In Figure: _____
SERVICES		
(8) Approved Budget for the Contract: PHP 2,402.40/UNIT PM & CALIBRATION OF OVEN (202)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 UNIT		In Words: _____
		In Figure: _____
SERVICES		
(9) Approved Budget for the Contract: PHP 2,402.40/UNIT PM & CALIBRATION OF OVEN (OV001)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 UNIT		In Words: _____
		In Figure: _____

SERVICES		
(10)Approved Budget for the Contract: PHP 160,000.00/UNIT PM & CALIBRATION OF SFC OXFORD INSTRUMENT		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____
		In Figure: _____
SERVICES		
(11)Approved Budget for the Contract: PHP 1,540.00/PC CALIBRATION OF BURETTE, 10ML		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 PC		In Words: _____
		In Figure: _____
SERVICES		
(12)Approved Budget for the Contract: PHP 1,139.60/PC CALIBRATION OF MASS STANDARD 1KG		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 PC		In Words: _____
		In Figure: _____
SERVICES		
(13)Approved Budget for the Contract: PHP 1,441.44/PC CALIBRATION OF THERMOMETER		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____
		In Figure: _____

SERVICES		
(14)Approved Budget for the Contract: PHP 2,402.40/LOT CALIBRATION OF WEIGHING SCALE		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____
		In Figure: _____
SERVICES		
(15)Approved Budget for the Contract: PHP 2,402.40/UNIT PM & CALIBRATION OF ANALYTICAL BALANCE		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
3 UNIT		In Words: _____
		In Figure: _____
SERVICES		
(16)Approved Budget for the Contract: PHP 1,800.01/PC PM & CALIBRATION OF BURETTE (50ML)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____
		In Figure: _____
SERVICES		
(17)Approved Budget for the Contract: PHP 1,441.44/PC PM & CALIBRATION OF THERMOMETER (250°C)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 PC		In Words: _____
		In Figure: _____

SERVICES		
(18)Approved Budget for the Contract: PHP 2,402.40/UNIT PM & CALIBRATION OF TOP LOADING BALANCE		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 UNIT		In Words: _____
		In Figure: _____
SERVICES		
(19)Approved Budget for the Contract: PHP 27,599.99/LOT CALIBRATION OF LOVIBOND TINTOMETER PFX 880		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____
		In Figure: _____
SERVICES		
(20)Approved Budget for the Contract: PHP 4,065.60/LOT PM & CALIBRATION OF ELECTRIC PRESSURE STEAM STERILIZER		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____
		In Figure: _____

SERVICES		
(21)Approved Budget for the Contract: PHP 1,416.80/PC CALIBRATION OF DIGITAL CALIPER		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 PC		In Words: _____
		In Figure: _____
SERVICES		
(22)Approved Budget for the Contract: PHP 2,402.40/UNIT PM & CALIBRATION OF REFRIGERATED BATH CIRCULATOR		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 UNIT		In Words: _____
		In Figure: _____
SERVICES		
(23)Approved Budget for the Contract: PHP 2,730.93/LOT CALIBRATION OF PH METER		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words: _____
		In Figure: _____
SERVICES		
(24)Approved Budget for the Contract: PHP 2,402.40/UNIT PM & CALIBRATION OF OVEN		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 UNIT		In Words: _____
		In Figure: _____

SERVICES		
(25)Approved Budget for the Contract: PHP 160,800.00/UNIT PM & CALIBRATION OF MARMAN SFC		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 UNIT		In Words: _____
		In Figure: _____
SERVICES		
(26)Approved Budget for the Contract: PHP 1,800.01/PC PM & CALIBRATION OF DISPENSETTE S ORGANIC		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 PC		In Words: _____
		In Figure: _____
SERVICES		
(27)Approved Budget for the Contract: PHP 1,800.01/PC PM & CALIBRATION OF DISPENSETTE S ORGANIC		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 PC		In Words: _____
		In Figure: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es