



# Coconut Industry Investment Fund – San Pablo Manufacturing Corporation

## REQUEST FOR QUOTATION

Date: 08-09-2024

RFQ No.: SPMC-PL-SVP24-0058

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 THIRD PARTY ANALYSIS (NUTRITIONAL TESTING OF MCB) FOR 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 **August 14, 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](mailto: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](mailto: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. TEST FOR TRANS FATTY ACID			
2. TEST FOR VITAMIN A (AS PALMITATE)			
3. TEST FOR TOTAL CALORIES (NUTRITIONAL)			
4. TEST FOR TOTAL FAT (NUTRITIONAL)			
5. TEST FOR SODIUM (NUTRITIONAL)			
6. TEST FOR DIETARY FIBER (NUTRITIONAL)			
7. TEST FOR TOTAL SUGAR (NUTRITIONAL)			
8. TEST FOR SATURATED FAT (NUTRITIONAL)			
9. TEST FOR TOTAL ASH (NUTRITIONAL)			
10. TEST FOR MOISTURE			
11. TEST FOR CHOLESTEROL			
12. TEST FOR ZINC			
13. TEST FOR VITAMIN B1 (AS THIAMINE HCl, MG/100G)			
14. TEST FOR CALCIUM (MG/100G)			
15. TEST FOR TOTAL CARBOHYDRATES (NUTRITIONAL)			
16. TEST FOR TOTAL PROTEIN (NUTRITIONAL)			
17. NUTRITION FACTS LABEL DRAFTING			

18. TEST FOR FOLIC ACID			
19. TEST FOR POTASSIUM SORBATE			
20. TEST FOR BUTHYLATED HYDROXY TOLUENE (BHT)			
21. TEST FOR SLIP MELTING POINT			
<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.

SUPPLIES		
(1) Approved Budget for the Contract: PHP 10,428.88/LOT TEST FOR TRANS FATTY ACID		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(2) Approved Budget for the Contract: PHP 11,433.64/LOT TEST FOR VITAMIN A (AS PALMITATE)		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____

SUPPLIES		
(3) Approved Budget for the Contract: PHP 332.02/LOT TEST FOR TOTAL CALORIES (NUTRITIONAL)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(4) Approved Budget for the Contract: PHP 941.86/LOT TEST FOR TOTAL FAT (NUTRITIONAL)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(5) Approved Budget for the Contract: PHP 935.09/LOT TEST FOR SODIUM (NUTRITIONAL)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(6) Approved Budget for the Contract: PHP 6,034.95/LOT TEST FOR DIETARY FIBER (NUTRITIONAL)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
1 LOT		In Words:  _____
		In Figure:  _____

**SUPPLIES**

**(7) Approved Budget for the Contract: PHP 1,687.84/LOT TEST FOR TOTAL SUGAR (NUTRITIONAL)**

Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  <hr style="width: 80%; margin: 0 auto;"/> In Figure:  <hr style="width: 80%; margin: 0 auto;"/>

**SUPPLIES**

**(8) Approved Budget for the Contract: PHP 4,692.48/LOT TEST FOR SATURATED FAT (NUTRITIONAL)**

Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  <hr style="width: 80%; margin: 0 auto;"/> In Figure:  <hr style="width: 80%; margin: 0 auto;"/>

**SUPPLIES**

**(9) Approved Budget for the Contract: PHP 900.90/LOT TEST FOR TOTAL ASH (NUTRITIONAL)**

Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  <hr style="width: 80%; margin: 0 auto;"/> In Figure:  <hr style="width: 80%; margin: 0 auto;"/>

**SUPPLIES**

**(10) Approved Budget for the Contract: PHP 714.56/LOT TEST FOR MOISTURE**

Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  <hr style="width: 80%; margin: 0 auto;"/> In Figure:  <hr style="width: 80%; margin: 0 auto;"/>

SUPPLIES		
(11)Approved Budget for the Contract: PHP 6,609.68/LOT TEST FOR CHOLESTEROL		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(12)Approved Budget for the Contract: PHP 1,398.32/LOT TEST FOR ZINC		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(13)Approved Budget for the Contract: PHP 7,860.16/LOT TEST FOR VITAMIN B1 (AS THIAMINE HCl, MG/100G)		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(14) Approved Budget for the Contract: PHP 1,398.32/LOT TEST FOR CALCIUM (MG/100G)		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____

SUPPLIES		
(15)Approved Budget for the Contract: PHP 332.03/LOT TEST FOR TOTAL CARBOHYDRATES (NUTRITIONAL)		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(16)Approved Budget for the Contract: PHP 1,041.04/LOT TEST FOR TOTAL PROTEIN (NUTRITIONAL)		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(17)Approved Budget for the Contract: PHP 3,708.32/LOT NUTRITION FACTS LABEL DRAFTING		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(18)Approved Budget for the Contract: PHP 6,985.44/LOT TEST FOR FOLIC ACID		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____



SUPPLIES		
(19)Approved Budget for the Contract: PHP 6,985.44/LOT TEST FOR POTASSIUM SORBATE		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(20)Approved Budget for the Contract: PHP 6,985.44/LOT TEST FOR BUTHYLATED HYDROXY TOLUENE (BHT)		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____
SUPPLIES		
(21)Approved Budget for the Contract: PHP 880.88/LOT TEST FOR SLIP MELTING POINT		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL OFFERED QUOTATION ( A x B )
1 LOT		In Words:  _____
		In Figure:  _____

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

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

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

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