



Coconut Industry Investment Fund – San Pablo Manufacturing Corporation

REQUEST FOR QUOTATION

Date: **OCTOBER 7, 2024**
RFQ No.: **SPMC-HO-SHOP24-0055**
PR No.: **PL4789**

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 procurement **LABORATORY SUPPLIES VI** 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 **OCTOBER 10, 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 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)	
Copy of PhilGeps Registration	Valid PhilGEPS Registration Number/ Organization ID/PhilGEPS Certificate of Registration (Platinum Membership)

For any clarification, you may contact **Michelle De Jesus** on email address at mdejesus@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 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 at **CAIP SEZ BRGY. SAN ANTONIO, SAN PASCUAL, BATANGAS** 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:

LABORATORY SUPPLIES VI				
TECHNICAL SPECIFICATIONS/SCOPE OF WORKS	QTY	YES	NO	REMARKS
1. THERMOMETER 10-200°C ALCOHOL FILLED 10-200°C GRADUATION INTERVAL OF 1°C TEMPERATURE ACCURACY: ±3°C	3 PCS			
2. STAR HEAD STIR BAR D:30MM SMALL MATERIAL: PTFE COLOR: PURE WHITE	2PCS			
3. VOLUMETRIC FLASK 250ML BOROSILICATE GLASS	4 PCS			
4. THERMOMETER 20-50°C ALCOHOL FILLED GRADUATION INTERVAL OF 0.5°C TEMPERATURE ACCURACY: ±3°C LENGTH: 300MM FILL FLUID: RED	3 PCS			
5. VOLUMETRIC FLASK 200ML CAPACITY BOROSILICATE GLASS	4 PCS			
6. VOLUMETRIC PIPET 10ML CAPACITY BOROSILICATE GLASS TOLERANCE: ±0.020ML LENGTH: 17.5"	5 PCS			
7. VOLUMETRIC PIPET 25ML CAPACITY BOROSILICATE GLASS TOLERANCE: ±0.30ML LENGTH: 21.65"	6 PCS			
8. STIRRING ROD BOROSILICATE GLASS 8X300MM	12 PCS			

9. ALCOHOL THERMOMETER -1-100°C (GRADUATION 0.1°)	3 PCS			
10. VOLUMETRIC FLASK 1000ML BOROSILICATE GLASS	4 PCS			

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.

LABORATORY SUPPLIES VI		
THERMOMETER 10-200°C		
Approved Budget for the Contract: Php. 567.60 (Php 189.20/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
3 PCS		In Words: _____ _____ _____ In Figure: _____
STAR HEAD STIR BAR		
Approved Budget for the Contract: Php. 16,511.58 (PHP 8,255.79/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
2 PCS		In Words: _____ _____ _____ In Figure: _____
VOLUMETRIC FLASK 250ML		
Approved Budget for the Contract: Php. 4,049.26.00 (Php 1,012.32/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
4 PCS		In Words: _____ _____ _____ In Figure: _____

THERMOMETER 20-50°C		
Approved Budget for the Contract: Php. 6,303.36 (Php 2,101.12/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
3 PCS		In Words: _____ _____ _____ In Figure: _____ _____
VOLUMETRIC FLASK 200ML CAPACITY		
Approved Budget for the Contract: Php. 3,925.78 (PHP 981.45/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
4 PCS		In Words: _____ _____ _____ In Figure: _____ _____
VOLUMETRIC PIPET 10ML CAPACITY		
Approved Budget for the Contract: Php. 2,237.82 (PHP 447.56/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION .(AxB)
5 PCS		In Words: _____ _____ _____ In Figure: _____ _____
VOLUMETRIC PIPET 25ML CAPACITY		
Approved Budget for the Contract: Php. 2,604.81 (Php 434.14/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
6 PCS		In Words: _____ _____ _____ In Figure: _____ _____

STIRRING ROD		
Approved Budget for the Contract: Php. 2,359.17 (PHP 196.60/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
12 PCS		In Words: _____ _____
		In Figure: _____
ALCOHOL THERMOMETER -1-100°C		
Approved Budget for the Contract: Php. 8,400.00 (Php 2,800.00/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
3 PCS		In Words: _____ _____
		In Figure: _____
VOLUMETRIC FLASK 1000ML		
Approved Budget for the Contract: Php. 6,518.55 (Php 1,629.64/PC)		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
4 PCS		In Words: _____ _____
		In Figure: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es