



# Coconut Industry Investment Fund – San Pablo Manufacturing Corporation

## REQUEST FOR QUOTATION

Date: 12-05-2024

RFQ No.: SPMC-PL-SHOP24-0066

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 OFFICE SUPPLIES FOR SPMC PLANT** through **Section 52.1 (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 **December 9, 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.
Philgeps Certificate of Registration	Red or Platinum Approved
BIR Registration Certificate (BIR Form 2303)	

For any clarification, you may contact us at cp# 0939-905-2723 or email address [jdalisay@ciif.ph](mailto:jdalisay@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 [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 SPECIFICATIONS/SCOPE OF WORKS	YES	NO	REMARKS
1. BOND PAPER 8-1/2" X 13", SUB. 20			
2. BOND PAPER TYPE A4			
3. STAMP PAD			
4. PHILIPPINES FLAG - SIZE: 3' X 5'			
5. RUBBER BAND BIG			
6. STAPLE WIRE #35			
7. MARKER, PERMANENT, BLUE, BULLET TYPE			
8. MARKER, PERMANENT, RED, BULLET TYPE			
9. GLUE, ALL PURPOSE			
10. SIGN PEN, BLACK			
11. WHITE BOARD MARKER, COLOR: RED			
12. WHITE BOARD MARKER, COLOR: BLUE			
13. STICKY NOTES 3" X 4"			
14. BALLPEN, BLACK			
15. BROWN ENVELOPE, ORDINARY LONG			
16. BROWN ENVELOPE, ORDINARY SHORT			
17. EXPANDED ENVELOPE LONG			

18. EXPANDED US FOLDER GREEN LONG			
19. EXPANDED US FOLDER GREEN SHORT			
20. RING BINDER SHORT, COLORED WHITE			
21. RUBBER STAMP - CANCELLED - RECEIVED BY FINANCE DEPT.			
22. PLASTIC PAPER FASTENER 8 ½" LONG			
23. PLASTIC PORTFOLIO ENVELOPE EXTRA LONG WITH HANDLE			
24. LOGBOOK 150PP			
25. TRODAT PRINTY 4912			
26. RING BINDER (D-2000) - A4 SIZE, COLOR WHITE			
27. SPECIAL PAPER - A4 SIZE, COLORED - COLORED. 10 SHEET/REAM 70GSM			
<i>*Delivered to SPMC Plant Located at CAIP SEZ, San Antonio, San Pascual, Batangas</i>			

FINANCIAL OFFER

Terms of Payment: Payment shall be made through Land Bank's 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 286.04/REAM BOND PAPER 8-1/2" X 13", SUB. 20		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
40 REAM		In Words:  _____
		In Figure:  _____

SUPPLIES		
(2) Approved Budget for the Contract: PHP 287.46/REAM BOND PAPER TYPE A4		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
69 REAM		In Words:  _____
		In Figure:  _____
SUPPLIES		
(3) Approved Budget for the Contract: PHP 119.76/PC STAMP PAD		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
3 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(4) Approved Budget for the Contract: PHP 284.84/PC PHILIPPINE FLAG SIZE: 3' X 5'		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
3 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(5) Approved Budget for the Contract: PHP 135.20/BOX RUBBER BAND BIG		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
3 BOX		In Words:  _____
		In Figure:  _____

SUPPLIES		
(6) Approved Budget for the Contract: PHP 66.30/BOX STAPLE WIRE #35		
Quantity (A)	Offered Price per UOM (B)	TOTAL QUOTATION OFFERED (A x B)
28 BOX		In Words:  _____
		In Figure:  _____
SUPPLIES		
(7) Approved Budget for the Contract: PHP 16.54/PC MARKER, PERMANENT, BLUE, BULLET TYPE		
Quantity (A)	Offered Price per UOM (B)	TOTAL QUOTATION OFFERED (A x B)
1 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(8) Approved Budget for the Contract: PHP 16.54/PC MARKER,PERMANENT,RED,BULLET TYPE		
Quantity (A)	Offered Price per UOM (B)	TOTAL QUOTATION OFFERED (A x B)
1 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(9) Approved Budget for the Contract: PHP 62.14/PC GLUE ALL PURPOSE		
Quantity (A)	Offered Price per UOM (B)	TOTAL QUOTATION OFFERED (A x B)
1 PC		In Words:  _____
		In Figure:  _____

SUPPLIES		
(10)Approved Budget for the Contract: PHP 83.25/PC SIGNPEN BLACK		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
8 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(11)Approved Budget for the Contract: PHP 28.95/PC WHITE BOARD MARKER, RED		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
1 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(12)Approved Budget for the Contract: PHP 28.95/PC WHITE BOARD MARKER, BLUE		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
1 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(13)Approved Budget for the Contract: PHP 59.28/PAD STICKY NOTES 3" X 4"		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
12 PAD		In Words:  _____
		In Figure:  _____

SUPPLIES		
(14)Approved Budget for the Contract: PHP 6.05/PC BALLPEN (BLACK)		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
80 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(15)Approved Budget for the Contract: PHP 2.20/PC BROWN ENVELOPE, ORDINARY LONG		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
32 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(16)Approved Budget for the Contract: PHP 1.80/PC BROWN ENVELOPE, ORDINARY SHORT		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
45 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(17)Approved Budget for the Contract: PHP 13.20/PC EXPANDED ENVELOPE LONG		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
16 PC		In Words:  _____
		In Figure:  _____



SUPPLIES		
(18)Approved Budget for the Contract: PHP 25.93/PC EXPANDED US FOLDER GREEN LONG		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
97 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(19)Approved Budget for the Contract: PHP 24.49/PC EXPANDED US FOLDER GREEN SHORT		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
280 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(20)Approved Budget for the Contract: PHP 234.00/PC RING BINDER SHORT COLORED WHITE		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
12 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(21)Approved Budget for the Contract: PHP 336.00/PC RUBBER STAMP (CANCELLED); PHP 604.80/PC RUBBER STAMP (RECEIVED BY FINANCE DEPT.)		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
1 PC – CANCELLED 1PC – RECEIVED BY FINANCE DEPT.		In Words:  _____
		In Figure:  _____

SUPPLIES		
(22)Approved Budget for the Contract: PHP 169.34/BOX PLASTIC PAPER FASTENER 8 ½” LONG		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
15 BOX		In Words:  _____
		In Figure:  _____
SUPPLIES		
(23)Approved Budget for the Contract: PHP 201.60/PC PLASTIC PORTFOLIO ENVELOPE WITH HANDLE		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
1 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(24)Approved Budget for the Contract: PHP 62.16/PC LOGBOOK 150PP		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
15 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(25)Approved Budget for the Contract: PHP 1,668.00/PC TRODAT PRINTY 4912		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
15 PC		In Words:  _____
		In Figure:  _____

SUPPLIES		
(26)Approved Budget for the Contract: PHP 306.43/PC RING BINDER D-2000		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
18 PC		In Words:  _____
		In Figure:  _____
SUPPLIES		
(27)Approved Budget for the Contract: PHP 36.00/REAM SPECIAL PAPERL A4 SIZE		
Quantity ( A )	Offered Price per UOM ( B )	TOTAL QUOTATION OFFERED ( A x B )
5 REAM		In Words:  _____
		In Figure:  _____

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

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

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

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