



Coconut Industry Investment Fund – Legaspi Oil Company, Inc.

REQUEST FOR QUOTATION

Date: JUNE 3, 2025

RFQ No.: LEG-HO-SHOP25-0003C

PR No.: PURREQ-LEG-PL-5526-5529

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No. : _____

TIN: _____

PhilGEPS Registration Number (required): _____

The Coconut Industry Investment Fund – Legaspi Oil Company, Inc. (LEGOIL), through its Bids and Awards Committee (BAC), intends to procure **SAFETY 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 **JUNE 9, 2025, at 12:00nn**.

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

<u>Document</u>	<u>Remarks</u>
Copy of 2025 Mayor's or Business Permit	Incase not yet available, you may submit your expired 2024 Mayors/Business Permit with the Official Receipt of the renewal application. However, a copy of your 2025 Mayors or Business Permit shall be required to be submitted after the award of the contract but before payment
PhilGeps Registration Number	Valid PhilGEPS Registration Number/Organization ID/PhilGEPS Certificate of Registration (Platinum Membership)
BIR Registration Certificate	BIR Form 2303

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 are 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 to mdejesus@ciif.ph
- (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 of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, LEGOIL 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. The award of the 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 LEGOIL. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.

10. Payment shall be made upon delivery and submission of the required supporting documents, i.e., Purchase Order 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 LEGOIL 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:

SAFETY SUPPLIES				
TECHNICAL SPECIFICATIONS/SCOPE OF WORKS	QUANTITY	YES	NO	REMARKS
1. CHEMICAL RESISTANT GLOVES NITRILE	50 PAIRS			
2. LABORATORY GOWN WHITE COLOR	6 PIECES			
3. RESPIRATORY SAFETY PARTICULATE N95 CAT R2-40111-02	30 PIECES			
4. SURGICAL MASK (50'S)	14 BOXES			
5. NITRILE DISPOSABLE GLOVES 4 MIL POWDER FREE FOR FOOD HANDLING SIZE: MEDIUM	14 BOXES			
6. NITRILE GLOVES DISPOSABLE, 100PC/BOX SIZE: LARGE	6 BOXES			
7. NITRILE GLOVES DISPOSABLE, SIZE: SMALL	3 BOXES			

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 (Approved receiving report). 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.

SAFETY SUPPLIES			
CHEMICAL RESISTANT GLOVES NITRILE			
Approved Budget for the Contract: Php 19,600.00 (Php 392.00/PAIR)			
<u>Quantity</u> <u>(A)</u>	<u>UOM</u>	<u>Offered Price per UOM</u> <u>(B)</u>	<u>TOTAL OFFERED QUOTATION</u> <u>(AxB)</u>
50	PAIR		In Words: _____ _____ _____ In Figure: _____
LABORATORY GOWN WHITE COLOR			
Approved Budget for the Contract: Php 6,368.40 (Php 1,061.40/PC)			
<u>Quantity</u> <u>(A)</u>	<u>UOM</u>	<u>Offered Price per UOM</u> <u>(B)</u>	<u>TOTAL OFFERED QUOTATION</u> <u>(AxB)</u>
6	PC		In Words: _____ _____ _____ In Figure: _____
RESPIRATORY SAFETY PARTICULATE N95			
Approved Budget for the Contract: Php 3,595.20 (Php 119.84/PC)			
<u>Quantity</u> <u>(A)</u>	<u>UOM</u>	<u>Offered Price per UOM</u> <u>(B)</u>	<u>TOTAL OFFERED QUOTATION</u> <u>(AxB)</u>
30	PC		In Words: _____ _____ _____ In Figure: _____

SURGICAL MASK			
Approved Budget for the Contract: Php 2,352.00 (Php 168.00/BOX)			
<u>Quantity</u> <u>(A)</u>	<u>UOM</u>	<u>Offered Price per UOM</u> <u>(B)</u>	<u>TOTAL OFFERED QUOTATION</u> <u>(AxB)</u>
14	BOX		In Words: _____ _____ _____ In Figure: _____
NITRILE DISPOSABLE GLOVES 4MIL POWDER, MEDIUM			
Approved Budget for the Contract: Php 13,322.40 (Php 951.60/BOX)			
<u>Quantity</u> <u>(A)</u>	<u>UOM</u>	<u>Offered Price per UOM</u> <u>(B)</u>	<u>TOTAL OFFERED QUOTATION</u> <u>(AxB)</u>
14	BOX		In Words: _____ _____ _____ In Figure: _____
NITRILE GLOVES DISPOSABLE, LARGE			
Approved Budget for the Contract: Php 3,006.42 (Php 501.07/BOX)			
<u>Quantity</u> <u>(A)</u>	<u>UOM</u>	<u>Offered Price per UOM</u> <u>(B)</u>	<u>TOTAL OFFERED QUOTATION</u> <u>(AxB)</u>
6	BOX		In Words: _____ _____ _____ In Figure: _____

NITRILE GLOVES DISPOSABLE, SMALL			
Approved Budget for the Contract: Php 1,176.00 (Php 392.00/BOX)			
<u>Quantity</u> <u>(A)</u>	<u>UOM</u>	<u>Offered Price per UOM</u> <u>(B)</u>	<u>TOTAL OFFERED QUOTATION</u> <u>(AxB)</u>
3	BOX		In Words: _____ _____ _____ In Figure: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es