Coconut Industry Investment Fund – Granexport Manufacturing Corporation

REQUEST FOR QUOTATION

Date: 25 September 2025

RFQ No.: GMC-PL-SVP25-0043

Company/Business Name : ____

Address : ____
Business/Mayor's Permit No. : ____
TIN : ____
PhilGEPS Registration Number (required): ____

The Coconut Industry Investment Fund – Granexport Manufacturing Corporation (GRANEX), through its Bids and Awards Committee (BAC), intends to procure the **Pr. #: 8636 – Tailoring of Employees Office Uniform** 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 October 1, 2025, at 5:00 pm.

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

Document	Remarks	
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2025 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	

For any clarification, you may contact us at telephone no. (063) 225-1398 or email address at ang@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 (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 GRANEX 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 GRANEX 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 upon confirmation of delivery and submission of the required supporting documents, i.e., Purchase Order and 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 GRANEX 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:

(Tailoring of Employees Office Uniform)				
TECHNICAL SPECIFIFCATIONS/SCOPE OF WORKS	QUANTITY	YES	NO	REMARKS
Female Office Uniform	**19 Set**			
Male Office Uniform	**49 Set**			

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.

(Tailoring of Employees Office Uniform)			
Approved Budget for the Contract: 518,000.00			
Female Office Uniform			
Quantity (A)	UOM	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
19	**Set**		In Words: _______________________ In Figure: _______________________
Male Office Uniform			
Quantity (A)	UOM	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
49	**Set**		In Words: _______________________ In Figure: _______________________

____
Signature over Printed Name

____
Position/Designation

____
Office Telephone/Fax/Mobile Nos.

____
Email address/es