Coconut Industry Investment Fund – Legaspi Oil Company Inc.

REQUEST FOR QUOTATION

Date: JULY 21, 2026
RFQ No.: LEG-PL-SVP26-0022
PR No.: PURREQ-LEG-PL01-5765-5766

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 **VARIOUS IT SUPPLIES** through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

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 **July 24, 2026 at 5:00PM.**

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

Document	Remarks
Copy of 2026 Mayor's or Business Permit	Latest Business/Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located.
Copy of PhilGeps Registration	Valid PhilGEPS Registration Number/Organization ID/PhilGEPS Certificate of Registration (Platinum Membership) Valid PhilGEPS Registration Number/Organization ID (Red Membership)
BIR Registration Certificate	(BIR Form 2303)
Annual Income Tax Return stamped received by the BIR	For items with ABC above Php 500,000.00
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	For items with ABC above Php 50,000.00

For any clarification, you may contact **Syreen Anne B. Madrinian** at mobile no. **0985-111-8760** or email address at smadrinian@ciif.ph or **syreen.madrinian@gmail.com**

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 to smadrinian@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, the 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 at **Plant Site Brgy. Arimbay Legazpi City**
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 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 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.
12. Warranty Security may be required depending on the nature of the procurement project.

After having carefully read and accepted the **Instructions and Terms and Conditions**, I/we submit our quotation/s for the item/s as follows:

Detailed Technical Specifications:

PROCUREMENT OF VARIOUS IT SUPPLIES				
ITEM	**SPECIFICATIONS/SCOPE OF WORKS**	**STATEMENT OF COMPLIANCE (State Comply or Not Comply)**		**BIDDER'S ACTUAL OFFER**
1. HP SMART TANK INK, HP GT53XL BLACK				
2. INK CARTRIDGE FOR CANON E400 CL-57 COLOR				
3. INK CARTRIDGE FOR CANON E400 PG-47 COLOR				
4. INK CARTRIDGE FOR HP PRINTER GT52 CYAN				
5. INK CARTRIDGE FOR HP PRINTER GT52 MAGENTA				
6. INK CARTRIDGE FOR HP PRINTER GT52 YELLOW				
7. INK CARTRIDGE FOR HP PRINTER GT53 BLACK				
8. INKJET CARTRIDGE CANON CL-811 COLORED				
9. INKJET CARTRIDGE CANON PG-810 BLACK				
10. INKJET CARTRIDGE FOR HP PRINTER PN 680 BLACK				
11. INKJET CARTRIDGE FOR HP PRINTER PN 680 COLORED				

12. KEYBOARD				
13. RIBBON FOR DOT MATRIX PRINTER FOR EPSON LQ-310				
14. UPS 650V				
WARRANTY:				
LEADTIME:				
DELIVERY ADDRESS: ARIMBAY LEGAZPI CITY, ALBAY BICOL REGION				

FINANCIAL OFFER:

Terms of Payment: Payment shall be made through Landbank within thirty (30) days after Submission of Billing and End-User's 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.

HP SMART TANK INK, HP GT53XL BLACK		
Approved Budget for the Contract: 3,316.98 (552.83/BOTTLE)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**
6 BOTTLE		**In Words**: ____ ____ ____ **In Figure**: ____
INK CARTRIDGE FOR CANON E400 CL-57 COLOR		
Approved Budget for the Contract: 12,441.00 (1,036.75/CART)		

Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
12 CART		**In Words**: ____________________ ____________________ ____________________ **In Figure**: ____________________
INK CARTRIDGE FOR CANON E400 PG-47 COLOR		
Approved Budget for the Contract: 5,973.00 (497.75/CART)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**
12 CART		**In Words**: ____________________ ____________________ ____________________ **In Figure**: ____________________
INK CARTRIDGE FOR HP PRINTER GT52 CYAN		
Approved Budget for the Contract: 13,662.40 (379.51/BOTTLE)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**
36 BOTTLE		**In Words**: ____________________ ____________________ ____________________ **In Figure**: ____________________
INK CARTRIDGE FOR HP PRINTER GT52 MAGENTA		
Approved Budget for the Contract: 13,662.40 (379.51/BOTTLE)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**

36 BOTTLE		**In Words**: ____ ____ ____ **In Figure**: ____
INK CARTRIDGE FOR HP PRINTER GT52 YELLOW		
Approved Budget for the Contract: 11,682.00 (324.50/BOTTLE)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**
36 BOTTLE		**In Words**: ____ ____ ____ **In Figure**: ____
INK CARTRIDGE FOR HP PRINTER GT53 BLACK		
Approved Budget for the Contract: 19,483.20 (360.80/BOTTLE)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**
54 BOTTLE		**In Words**: ____ ____ ____ **In Figure**: ____
INKJET CARTRIDGE CANON CL-811 COLORED		
Approved Budget for the Contract: 22,440.00 (1,496.00/CART)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**

15 CART		**In Words**: ____ ____ ____ **In Figure**: ____
INKJET CARTRIDGE CANON PG-810 BLACK		
Approved Budget for the Contract: 22,594.00 (1,129.70/CART)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**
20 CART		**In Words**: ____ ____ ____ **In Figure**: ____
INKJET CARTRIDGE FOR HP PRINTER PN 680 BLACK		
Approved Budget for the Contract: 22,990.00 (605.00/PC)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**
38 PCS		**In Words**: ____ ____ ____ **In Figure**: ____
INKJET CARTRIDGE FOR HP PRINTER PN 680 COLORED		
Approved Budget for the Contract: 15,863.47 (610.13/PC)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**

26 PCS		**In Words**: ______________________________________ ______________________________________ ______________________________________ **In Figure**: ______________________________________
KEYBOARD		
Approved Budget for the Contract: 574.93		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**
1 PC		**In Words**: ______________________________________ ______________________________________ ______________________________________ **In Figure**: ______________________________________
RIBBON FOR DOT MATRIX PRINTER FOR EPSON LQ-310		
Approved Budget for the Contract: 9,128.00 (230.45/PC)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**
40 PCS		**In Words**: ______________________________________ ______________________________________ ______________________________________ **In Figure**: ______________________________________
UPS 650V		
Approved Budget for the Contract: 8,346.80 (2,782.27/UNIT)		
Quantity (A)	**Offered Price per UOM (B)**	**TOTAL OFFERED QUOTATION (A x B)**

3 UNITS		**In Words**: ____ ____ ____ **In Figure**: ____

____
Signature Over Printed Name

____
Position/Designation

____
Office Telephone/Fax/Mobile Nos.

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Email address/e