



Coconut Industry Investment Fund – San Pablo Manufacturing Corporation
16TH Floor UCPB Building Makati Avenue, Makati City, Philippines

REQUEST FOR QUOTATION

Date: November 08, 2022

RFQ No.: SPMC-HO-SVP-0014A

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 **LEASE OF MULTIFUNCTIONAL COPIER/PRINTER (MONOCHROME)** 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 **November 17, 2022 @ 12:00 noon**.

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

Document	Remarks
Copy of 2022 Mayor’s or Business Permit	In case not yet available, you may submit your expired 2021 Mayor’s or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 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. (02) 8892-7961 to 65 loc. 1168 or email address at rjandi@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 rjandi@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 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 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.
12. 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:

LEASE OF MULTIFUNCTIONAL COPIER/PRINTER (MONOCHROME)			
TECHNICAL SPECIFICATIONS/SCOPE OF WORKS	YES	NO	REMARKS
<p>MULTIFUNCTIONAL COPIER/PRINTER (MONOCHROME) Quantity: 2 Units Duration: 12 Months Area of Delivery: SPMC Plant- San Pascual, Batangas Printing Volume Range:</p> <ol style="list-style-type: none"> a. Black and White: Estimate number of free copies 12,000 copies/month for 2 units b. Cost per page at approximately PhP0.50 per copy c. Payment Terms: monthly basis based on actual number of copies printed per month d. Allowable Spoilage: 1% <p>Machine Specifications:</p> <ol style="list-style-type: none"> a. Capable of wireless and cabled network printing and scanning with available online driver for ease of configuration and setup b. Capable of Back to Back Printing, Automatic / Electronic Sorting, Reverse Automatic Document Feeder (RADF, optional) and in good operating condition. c. Capable to print documents from Microsoft Office Applications and other applications/formats for documentary printing (e.g. JPEG, PDF, etc.). d. Compatible and able to support Windows 7 and/or higher OS. e. Copies per minute: at least 30 pages per minute f. Machine can be used as a scanner and printer with no additional cost for the need accessories/programs g. Scanned Document output files must be in TIF/JPEG/JPG and PDF format and can be saved/stored directly to desired location, network PC/Server/laptop, with Lightweight Directory Access Protocol (LDAP) Support h. Scan Mode: Scan to FTP, Scan to eMail, Scan to USB, etc. i. Magnification: 25% - 400% reduction/enlargement 			

<ul style="list-style-type: none"> j. Supports User Box Specifications k. Power Requirement: 220-240 V/50/60 Hz max: <1,560 W (system) l. Must comply with the latest version of the International Energy Star requirements (currently version 2.0 for Imaging Equipment) m. With user instructions for green performance management n. Capable of using recycled content paper without voiding the manufacturer's warranty o. Capable of printing and scanning up to A3 paper size <p>Maintenance Services:</p> <ul style="list-style-type: none"> a. Regular inspection and maintenance to keep the photocopying machine in good order. b. Regular supply/delivery of consumables regardless of operating time/number of copies free of charge c. Replacement of defective parts shall be free of charge. d. Supply Extra consumables monthly for buffer stocks e. On call customer service/technician who shall respond within 8 hours to service calls upon advice of the end-user, and replacement of defective parts within the next 24 hours. f. Availability and delivery of service unit after 48 hours in the event the machine breakdown. g. Replacement of service unit after five (5) consecutive breakdowns. <p>Installation Services:</p> <ul style="list-style-type: none"> a. Supplier's Representative/ Technician shall configure/setup the equipment to make it operational in the presence of representatives from the Administrative and Information Management Divisions. b. Supplier's Representative/ Technician shall conduct an orientation and basic troubleshooting to the representatives from the Administrative and Information Management Divisions. 			
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FINANCIAL OFFER

<p>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.</p> <p>Payment Details:</p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name: _____</p> <p>Branch: _____</p>

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.

LEASE OF MULTIFUNCTIONAL COPIER/PRINTER (MONOCHROME)		
Approved Budget for the Contract: PHP 144,000.00		
Quantity (A)	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (A x B)
2 units		In Words: _____ _____ _____ In Figure: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]