



Coconut Industry Investment Fund – Legaspi Oil Company, Inc.

REQUEST FOR QUOTATION

Date: NOVEMBER 24, 2023

RFQ No.: LEG-PL-SHOP23-0029

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 the **VARIOUS OFFICE SUPPLIES** 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 **NOVEMBER 27, 2023 at 1:00 PM**.

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

Document	Remarks
Copy of 2023 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)	

For any clarification, you may contact Ms. Syreen Anne B. Madrinian at mobile no. 0919-069-5352 or email address at smadrinian@ciif.ph / syreen.madrinian@gmail.com

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 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 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. 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 LEGOIL. 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 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:

VARIOUS OFFICE SUPPLIES			
TECHNICAL SPECIFICATIONS/SCOPE OF WORKS	YES	NO	REMARKS
BOND PAPER 8 ½"X11" SUB. 20			
BOND PAPER SHORT BLUE			
BOND PAPER SHORT GREEN			
BOND PAPER SHORT PINK			
BOND PAPER SHORT YELLOW			
EXPANDED ENVELOPE SHORT			
EXPANDED US FOLDER GREEN LONG			
RECORD BOOK			
CLEAR BOOK REFILL			
CLIP BULLDOG 2"			
DOUBLE SIDED TAPE 1"			
PUSH PIN ASSORTED COLORS			
STICKER PAPER WHITE COLOR, MATTE, SIZE A4			
BALLPEN 0.5 BLACK			
BALLPEN 0.5 RED DONG-A MY GEL			
BALLPEN 0.7 BLACK			
BALLPEN 0.7 BLUE			
RIBBON FOR TYPEWRITER			

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.

BOND PAPER 8 ½"X11" SUB. 20		
Approved Budget for the Contract: Php 7,167.60 (199.10/REAM)		
36 REAM BOND PAPER 8 ½ " X 11"		In Words: _____ _____ In Figure: _____
BOND PAPER SHORT BLUE		
Approved Budget for the Contract: Php 6,019.20 (376.20/REAM)		
16 REAM BOND PAPER SHORT BLUE		In Words: _____ _____ In Figure: _____
BOND PAPER SHORT GREEN		
Approved Budget for the Contract: Php 3,385.80 (376.20/REAM)		
9 REAM BOND PAPER SHORT GREEN		In Words: _____ _____ In Figure: _____
BOND PAPER SHORT PINK		
Approved Budget for the Contract: Php 3,385.80 (376.20/REAM)		

9 REAM BOND PAPER SHORT PINK		In Words: _____ _____ In Figure: _____
BOND PAPER SHORT YELLOW		
Approved Budget for the Contract: Php 6,395.40 (376.20/REAM)		
17 REAM BOND PAPER SHORT YELLOW		In Words: _____ _____ In Figure: _____
EXPANDED ENVELOPE SHORT		
Approved Budget for the Contract: Php 1,542.42 (15.58/PC)		
99 PC EXPANDED ENVELOPE SHORT		In Words: _____ _____ In Figure: _____
EXPANDED US FOLDER GREEN LONG		
Approved Budget for the Contract: Php 5,615.12 (20.72/PC)		
271 PC EXPANDED US FOLDER GREEN LONG		In Words: _____ _____ In Figure: _____
RECORD BOOK		
Approved Budget for the Contract: Php 1,082.40 (67.65/PC)		
16 PC RECORD BOOK		In Words: _____ _____ In Figure: _____
CLEAR BOOK REFILL		
Approved Budget for the Contract: Php 198.31 (28.33/PACK)		
7 PACK CLEAR BOOK REFILL		In Words: _____ _____ In Figure: _____
CLIP BULLDOG 2"		

Approved Budget for the Contract: Php 43.28 (10.82/BOX)		
4 BOX CLIP BULLDOG 2"		In Words: _____ _____ In Figure: _____
DOUBLE SIDED TAPE 1"		
Approved Budget for the Contract: Php 505.95 (33.73/PC)		
15 PC DOUBLE SIDED TAPE 1"		In Words: _____ _____ In Figure: _____
PUSH PIN ASSORTED COLORS		
Approved Budget for the Contract: Php 219.42 (24.38/BOX)		
9 BOX PUSH PIN ASSORTED COLORS		In Words: _____ _____ In Figure: _____
STICKER PAPER WHITE COLOR, MATTE, SIZE A4		
Approved Budget for the Contract: Php 1,244.97 (46.11/PACK)		
27 PACK STICKER PAPER WHITE COLOR, MATTE, SIZE A4		In Words: _____ _____ In Figure: _____
BALLPEN 0.5 BLACK		
Approved Budget for the Contract: Php 1,278.00 (5.68/PC)		
225 PC BALLPEN 0.5 BLACK		In Words: _____ _____ In Figure: _____
BALLPEN 0.5 RED DONG-A MY GEL		
Approved Budget for the Contract: Php 512.67 (7.43/PC)		

69 PC BALLPEN 0.5 RED DONG-A MY GEL		In Words: _____ _____ In Figure: _____ _____
BALLPEN 0.7 BLACK		
Approved Budget for the Contract: Php 6,321.72 (16.68/PC)		
379 PC BALLPEN 0.7 BLACK		In Words: _____ _____ In Figure: _____ _____
BALLPEN 0.7 BLUE		
Approved Budget for the Contract: Php 1,905.27 (15.49/PC)		
123 PC BALLPEN 0.7 BLUE		In Words: _____ _____ In Figure: _____ _____
RIBBON FOR TYPEWRITER		
Approved Budget for the Contract: Php 2,736.80 (342.10/PC)		
8 PC RIBBON FOR TYPEWRITER		In Words: _____ _____ In Figure: _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es