



## Coconut Industry Investment Fund – San Pablo Manufacturing Corporation

### REQUEST FOR QUOTATION

Date: December 12, 2023

RFQ No.: SPMC-HO-SVP23-0034

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 Multi-Functional Copier/Printer** 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 and final 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 on or before the deadline on **December 15, 2023 at 12:00 PM**.

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

Document	Remarks
<b>Copy of 2023 Mayor’s or Business Permit</b>	Latest Business/Mayor’s Permit issued by the city or municipality where the principal place of business of the bidder is located
<b>Philgeps Registration Number</b>	Valid PhilGEPS Registration Number/Organization ID/PhilGEPS Certificate of Registration (Platinum Membership)
<b>BIR Registration Certificate</b>	(BIR Form 2303)
<b>Notarized Omnibus Sworn Statement using <u>GPPB-Prescribed Format</u>, accompanied with <u>proof of authorization</u>, if applicable (for ABCs above ₱50,000.00).</b>	Proof of authorization shall be a duly <b>notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, in case of a corporation, partnership, or cooperative, or joint venture; or a duly notarized Special Power of Attorney in case of a sole proprietorship</b> , giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

For any clarification, you may contact us at telephone no. (02) 8892-7961 to 65 loc. 1320 or email address at [drosario@ciif.ph](mailto:drosario@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 [drosario@ciif.ph](mailto:drosario@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. The 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. 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

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.

<b>LEASE OF ONE (1) MULTI FUNCTIONAL COPIER/PRINTER</b>			
<b>TECHNICAL SPECIFICATIONS/SCOPE OF WORKS</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<b>Brand-New Heavy-Duty Multi-Function Network Capable</b>			
<b>Network Interface with Multi-User Capability</b>			
<b>At least 30 PPM Print and Copies at least 3 Trays</b>			
<b>Monochrome only with active directory integration</b>			
<b>One (1) year contract</b>			
<b>Delivery Address: SPMC Batangas</b>			

**FINANCIAL OFFER**

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

<b>LEASE OF OONE (1) MULTI-FUNCTIONAL COPIER/PRINTER</b>			
<b>Approved Budget for the Contract: PHP162,184.00</b>			
<b>Item Description</b>	<b>Quantity ( A )</b>	<b>Offered Price per UOM ( B )</b>	<b>TOTAL OFFERED QUOTATION ( A x B )</b>
<b>LEASE OF MULTI-FUNCTIONAL COPIER/PRINTER</b>	<b>1 Unit</b>		In Words: _____ _____ _____ In Figure: _____ _____

**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.

**Payment Details:**

**Banking Institution:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

**Branch:** \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es