



Coconut Industry Investment Fund – Granexport Manufacturing Corporation

REQUEST FOR QUOTATION

Date: **APRIL 19, 2024**

RFQ No.: **GMC-HO-SHOP24-0002**

Company/Business Name: _____

Address: _____

Business/Mayor’s Permit No. : _____

TIN No.: _____

PhilGEPS Registration Number (required): _____

The Coconut Industry Investment Fund – Granexport Manufacturing Corporation (GRANEX), through its Bids and Awards Committee (BAC), intends to procure the **VARIOUS PARTS FOR TOYOTA ALTIS WITH INSTALLATION** through **Section 52.1 (b) (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 **APRIL 24, 2024 at 12:00 pm.**

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

<u>Document</u>	<u>Remarks</u>
Copy of 2024 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
PhilGeps Registration Number	Valid PhilGEPS Registration Number/Organization ID/PhilGEPS Certificate of Registration (Platinum Membership)
BIR Registration Certificate	BIR Form 2303

For any clarification, you may contact Ms. Michelle De Jesus at Telephone Number (02) 8892-7961 to 65 loc. 1320 or email at **mdejesus@ciif.ph.** / michelledjesus@yahoo.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.
3. 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.
4. 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 are discrepancies. In this case, provisions in the RFQ shall prevail.
5. All mandatory technical specifications (with asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
6. Quotations may be submitted through electronic mail to **mdejesus@ciif.ph**
7. 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, Granexport Mfg. Corporation 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 GMC. 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 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

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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 PARTS FOR TOYOTA ALTIS (WITH INSTALLATION)				
TECHNICAL SPECIFICATIONS/SCOPE OF WORKS	QUANTITY	YES	NO	REMARKS
FRONT SHOCK ABSORBER L/R	2 PC			
FRONT SHOCK MOUNTING L/R	2 PC			
SUSPENSION ARM ASSEMBLY L/R	2 PC			
STABILIZER LEFT AND RIGHT L/R	1 SET			
AUTOMATIC TRANSMISSION FLUID CVT	5 LITERS			
TRANSMISSION FILTER	1 PC			
AIR FILTER	1 PC			
CABIN FILTER	1 PC			
FAN BELT	1PC			
RACK END PINION	1PC			

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>
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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.

FRONT SHOCK ABSORBER L/R			
Approved Budget for the Contract: Php 14,525.33 (Php 7,262.67/PC)			
Quantity (A)	UOM	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
2	PIECES		In Words: _____ _____ _____ In Figure: _____
FRONT SHOCK MOUNTING L/R			
Approved Budget for the Contract: Php 7,815.33 (PHP 3,907.67/PC)			
Quantity (A)	UOM	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
2	PC		In Words: _____ _____ _____ In Figure: _____
SUSPENSION ARM ASSEMBLY L/R			
Approved Budget for the Contract: Php 12,471.27 (6,235.63/PC)			
Quantity (A)	UOM	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
2	PC		In Words: _____ _____ _____ In Figure: _____
STABILIZER LEFT AND RIGHT			
Approved Budget for the Contract: Php 6,966.67			
Quantity (A)	UOM	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
1	SET		In Words: _____ _____ _____ In Figure: _____

AUTOMATIC TRANSMISSION FLUID CVT			
Approved Budget for the Contract: Php 6,353.80 (Php 1,270.76/LTR)			
Quantity (A)	UOM	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
5	LTRS		In Words: _____ _____ _____ In Figure: _____
TRANSMISSION FILTER			
Approved Budget for the Contract: Php 4,372.50			
Quantity (A)	UOM	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
1	PC		In Words: _____ _____ _____ In Figure: _____
AIR FILTER			
Approved Budget for the Contract: Php 1,952.33			
Quantity (A)	UOM	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
1	PC		In Words: _____ _____ _____ In Figure: _____
CABIN FILTER			
Approved Budget for the Contract: Php 1,998.53			
Quantity (A)	UOM	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
1	PC		In Words: _____ _____ _____ In Figure: _____

FAN BELT			
Approved Budget for the Contract: Php 5,119.60			
Quantity (A)	<u>UOM</u>	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
1	PC		In Words: _____ _____ _____ In Figure: _____
RACK END PINION			
Approved Budget for the Contract: Php 14,268.67			
Quantity (A)	<u>UOM</u>	Offered Price per UOM (B)	TOTAL OFFERED QUOTATION (AxB)
1	PC		In Words: _____ _____ _____ In Figure: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es