



REQUEST FOR QUOTATION NO.: 2024-10-082

Date: November 06, 2024

Procurement Title : One (1) Lot Supply and Delivery of 135 Christmas Baskets for the Commission on Filipinos Overseas

Purchase Request Nos. : 2024-11-214

Approved Budget for the Contract : PHP 945,000.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor. Sgt. Reyes St., Diliman, Quezon City** or you can send your files via email at bac.secretariat@cfo.gov.ph on or before **November 14, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected. (see attached instructions on how to lock your files). Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission;
3. Quotations should be **inclusive of all cost and applicable taxes**;
4. The following documents should be submitted **along with the sealed quotation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Income/Business Tax Return;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative; and**
 - **Brochure or pictures of items being offered**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
ADDRESS : _____
PHILGEPS REGISTRATION NO.: _____ **VALID UNTIL:** _____
EMAIL ADDRESS: _____ **TELEPHONE NUMBER:** _____
MOBILE NUMBER: _____

****Prices are in Pesos and VAT inclusive****

****Items will be awarded as ONE LOT****

UNIT	ITEM DESCRIPTION	QTY.	APPROVED BUDGET FOR THE CONTRACT	BID OFFER (TOTAL COST)
Lot	Supply and Delivery of 135 Christmas Baskets for the Commission on Filipinos Overseas	1	945,000.00 (7,000 per basket)	
Inclusions:				
Sack	Sinandomeng Rice (25 Kilograms)	1		
Piece	Ham (1 Kilogram)	1		
Can	Canned, Precooked Ham, Original flavor (340 grams)	2		
Can	Canned, Corned beef, Ranch flavor (380 grams)	1		
Can	Canned, Corned beef, Garlic & Chili flavor (380 grams)	1		
Pack	White Sugar (1 kilogram)	1		
Can	Fruit Cocktail (836 grams)	2		
Pack	All Purpose Cream (250ml)	3		
Pack	Mayonnaise (700ml)	1		
Piece	Cheese (430 grams)	1		
Pack	Spaghetti Pasta (900 grams)	2		
Pack	Spaghetti Sauce (900 grams)	2		
Pack	Elbow Macaroni Pasta (1 kilogram)	1		
Pack	Instant Coffee, Classic flavor (185 grams)	2		
Pack	Coffee creamer (400 grams)	2		
Pack	Pineapple Juice (1 Liter)	1		
Pack	Hotdog, Jumbo (1 Kilograms)	1		
Pack	Graham Crackers (210 grams)	2		
Pack	Chocolate Malt Powder (1 Kilogram)	1		
Can	Condensed Milk (290ml)	1		
Pack	Pancit Bihon (500 grams)	1		
Pack	Powdered Milk (680 grams)	1		
Bottle	Hazelnut and Cocoa spread (680 grams)	1		
Pack	Honeycured Bacon (500 grams)	1		
Piece	Ecobag XL	2		

OTHER REQUIREMENTS:

Manufacturing date: The packaging should clearly indicate the manufacturing date

Expiration date: At least 1 year from date of delivery

Delivery Schedule: 20 calendar days upon receipt of the Notice to Proceed

After careful evaluation of the General Terms and Conditions, Inclusions, Specifications, Delivery and Other Requirements, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Signature over printed name (Owner/Authorized Representative)

Date

For Further information, please refer to:

KEESHIA MAE A. BIENDIMA

Administrative Office IV/ Lead BAC Secretariat

Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph

Telephone: 8552-4792 / 8552-4703 / 8552-4756