



PHILIPPINE INTERNATIONAL TRADING CORPORATION

4/F NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

Request for Quotation

Ref. No. RFQ/MSD-2020-11-007

(Small Value Procurement)

SUPPLY AND DELIVERY OF ONE (1) LOT ECONOMIC RELIEF PACKAGE (VARIOUS GROCERY ITEMS) FOR THE PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

The **Philippine International Trading Corporation (PITC)** per **Approved APP – PITC Account Code (PAC) 749-1** intends to apply the sum of **PESOS: SEVEN HUNDRED NINETY FIVE THOUSAND ONLY (₱795,000.00) (Inclusive of VAT)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **SUPPLY AND DELIVERY OF ONE (1) LOT ECONOMIC RELIEF PACKAGE (VARIOUS GROCERY ITEMS) FOR THE PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)**, more particularly described as follows:

Item Description		Qty	Approved Budget for the Contract (ABC) (Inclusive of VAT)		
			Unit Price (₱)	Total Price (₱)	
One (1) Lot Economic Relief Package (Various Grocery Items) consisting of the following:					
1.	Luncheon Meat 12oz	2 cans	159 Packs	5,000.00	795,000.00
2.	Condensed Milk, 300ml	3 cans			
3.	Cream Cheese Spread, 24gms	1 bot			
4.	Evaporated Milk, 370ml	2 cans			
5.	Tuna Flakes in Oil 180gms	3 cans			
6.	Corn Kernel (Whole), 15.25oz	1 can			
7.	Fruit Cocktail, Heavy syrup, 825gms	3 cans			
8.	Spaghetti Sauce sweet style, 1kg	1 pack			
9.	Spaghetti Pasta, 900gms	1 pack			
10.	Tomato Sauce, Original Style, 200gms	1 pc			
11.	Party Combo Pack	1 pack			
12.	Filled Cheese, 430gms	1 pc			
13.	Cooked Glazed Ham, 1 kg	1 pc			
14.	Soup Cream of Mushrooms-68gms	2 packs			
15.	Vienna Sausage, 4.6 oz	5 cans			
16.	Crushed Graham,200gms	1 pack			
17.	Graham Crackers,200gms	2 packs			
18.	Oyster Sauce,360gms	1 pack			
19.	Mayonnaise Tetra Pack, 470ml	1 pack			
20.	Coffee, 100gms	1 bot			
21.	All Purpose Cream,250ml	3 cans			
22.	Coffeemate,450gms	1 pack			
23.	Corned Beef, 210gms	5 cans			
24.	Mushroom,400gms	2 cans			
25.	Chocolate Drink,28gms	3 packs			
26.	Canola Cooking Oil, 1 Liter	2 bots			
27.	Elbow Macaroni, 400gms	1 pc			
Packed in Durable Eco Bag which can support/hold all the Grocery Items					



In view of this, may we request suppliers to submit their quotation together with the following requirements:

FOR SUBMISSION:

1. Minimum Eligibility Requirements:

- a. PhilGEPS Registration Number;
- b. Valid and current Business / Mayor's Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- c. DTI or SEC Registration Certificate

2. Technical Requirements:

- a. Completely filled out PITC Technical Quotation Form: **Annex I**;
- b. Omnibus Sworn Statement (Revised)

3. Financial Requirements:

- Completely filled out Financial Quotation Forms – supplier's price proposal must not be more than the Approved Budget for the Contract and must be inclusive of VAT: **Annex II**.

REQUIREMENTS IF AWARDED THE CONTRACT:

- **Delivery Date:** Full delivery on or before **12:00 noon of 10 December 2020, Thursday**
- **Delivery Place:** 4/F NDC Building, 116 Tordesillas St., Salcedo Village, Makati City
- **Acceptance:** Randomly selected – Visual and Physical Inspection. All items must be delivered to PITC in the presence of PITC representatives.
- **Payment Terms:** Payment upon delivery subject to applicable withholding tax and submission of the following required documents:
 - a) Original and duplicate BIR VAT registered Supplier's Invoice issued under the name of the **PITC** indicating **PITC TIN: 000-168-575-000**. Entries must be typewritten, or computer printed and must be duly acknowledged and received by PITC's authorized representative;
 - b) BIR Registered Official Receipt, issued upon receipt of payment
 - c) Receiving Report issued by PITC.
- Refusal to sign and accept the Award / Contract or enter into contract without justifiable reason, maybe a ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.

Should your company be interested, you may submit your **open quotation** on or before **Friday, 04 December 2020 at 4:00PM** thru the following email address:

- kat.alba@pitc.gov.ph
- kat.alba@pitc1973.onmicrosoft.com
- mmvalencia@pitc.gov.ph
- mmvalencia@pitc1973.onmicrosoft.com

Note: Maximum size of email with attachment is six (6) MB only. You may email your quotation in parts if your attachment is more than six (6) MB.

Thank you.



Josefina B. Ocampo
JOSEFINA B. OCAMPO
OIC-Manager
Management Services Department

After having carefully read and accepted the Terms and Conditions,
I/we submit our quotation for the Supply and Delivery of One (1) Lot Economic Relief
Package (Various Grocery Items) for the Philippine International Trading Corporation (PITC)

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation of Company Authorized Representative (in print)

Contact Details (Tel. No. , Fax No. & Email Address)

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex I (Page 1 of 4)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY AND DELIVERY OF ONE (1) LOT ECONOMIC RELIEF PACKAGE (VARIOUS GROCERY ITEMS) FOR THE PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)
Ref. No. RFQ/MSD-2020-11-007
SMALL VALUE PROCUREMENT**

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

INSTRUCTIONS TO THE SUPPLIER: Indicate **“COMPLY”** if Supplier’s Statement of Compliance meets the technical specifications as indicated. DO NOT LEAVE ANY BLANK. A “YES OR NO” ENTRY WILL NOT BE ACCEPTED. FAILURE TO COMPLY WILL RESULT IN THE REJECTION OF THE SUPPLIER’S PROPOSAL.

Minimum Requirements

Supplier’s Statement of Compliance

One (1) Lot Economic Relief Package (Various Grocery Items) consisting of the following:

1.	Luncheon Meat 12oz	2 cans
2.	Condensed Milk, 300ml	3 cans
3.	Cream Cheese Spread, 240gms	1 bot
4.	Evaporated Milk, 370ml	2 cans
5.	Tuna Flakes in Oil 180gms	3 cans
6.	Corn Kernel (Whole), 15.25oz	1 can
7.	Fruit Cocktail, Heavy syrup, 825gms	3 cans
8.	Spaghetti Sauce sweet style, 1kg	1 pack
9.	Spaghetti Pasta, 900gms	1 pack
10.	Tomato Sauce, Original Style, 200gms	1 pc
11.	Party Combo Pack	1 pack
12.	Filled Cheese, 430gms	1 pc
13.	Cooked Glazed Ham, 1 kg	1 pc
14.	Soup Cream of Mushrooms - 68gms	2 packs
15.	Vienna Sausage, 4.6oz	5 cans

I/We, the undersigned manufacturer / supplier, having examined the Technical Documents for this project hereby OFFER to (supply / deliver / perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



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Annex I (Page 2 of 4)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY AND DELIVERY OF ONE (1) LOT ECONOMIC RELIEF PACKAGE (VARIOUS GROCERY ITEMS) FOR THE PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)
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Minimum Requirements			Supplier’s Statement of Compliance
(Continuation...)			
16.	Crushed Graham, 200gms	1 pack	
17.	Graham Crackers, 200gms	2 packs	
18.	Oyster Sauce, 360gms	1 pack	
19.	Mayonnaise Tetra Pack, 470 ml	1 pack	
20.	Coffee, 100 gms	1 bot	
21.	All Purpose Cream, 250 ml	3 cans	
22.	Coffeemate, 450gms	1 pack	
23.	Corned Beef, 210 gms	5 cans	
24.	Mushroom, 400gms	2 cans	
25.	Chocolate Drink, 28gms	3 packs	
26.	Canola Cooking Oil, 1 Liter	2 bots	
27.	Elbow Macaroni, 400gms	1 pc	
Packed in Durable Eco Bag which can support/hold all the Grocery Items			

I/We, the undersigned manufacturer / supplier, having examined the Technical Documents for this project hereby OFFER to (supply / deliver / perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

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Date



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Annex I (Page 3 of 4)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

SUPPLY AND DELIVERY OF ONE (1) LOT ECONOMIC RELIEF PACKAGE (VARIOUS GROCERY ITEMS) FOR THE PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

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**REQUIREMENTS TO BE PROVIDED BY THE SUPPLIER,
IF AWARDED THE CONTRACT**

Supplier’s Statement of Compliance

Delivery Date: Full delivery on or before 12:00 noon of 10 December 2020, Thursday

Delivery Place: 4/F NDC Building, 116 Tordesillas St., Salcedo Village, Makati City

For acceptance: Randomly selected – Visual and Physical Inspection. All items must be delivered to PITC in the presence of PITC representatives.

During delivery, the Supplier shall be responsible in unloading the items from the container/truck to the designated delivery site. All costs including delivery and assembly, handling and other related expenses shall be borne by the Supplier.

Payment upon delivery subject to applicable withholding tax and submission of the following required documents:
a) Original and duplicate BIR VAT registered Supplier’s Invoice issued under the name of the **PITC** indicating **PITC TIN: 000-168-575-000**. Entries must be typewritten, or computer printed and must be duly acknowledged and received by PITC’s authorized representative;
b) BIR Registered Official Receipt, issued upon receipt of payment
c) Receiving Report issued by PITC.

I/We, the undersigned manufacturer / supplier, having examined the Technical Documents for this project hereby OFFER to (supply / deliver / perform) the herein described items.
I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation. Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



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Annex I (Page 4 of 4)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY AND DELIVERY OF ONE (1) LOT ECONOMIC RELIEF PACKAGE (VARIOUS
GROCERY ITEMS) FOR THE PHILIPPINE INTERNATIONAL TRADING
CORPORATION (PITC)**

Ref. No. RFQ/MSD-2020-11-007

SMALL VALUE PROCUREMENT

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OTHER REQUIREMENTS

**Supplier's Statement
of Compliance**

- Award of contract shall be made to the lowest quotation which complies with technical specifications, and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by any or any of your duly authorized representative
- The charge for the additional packs shall be contained in an Amendment to Purchase Order

I/We, the undersigned manufacturer / supplier, having examined the Technical Documents for this project hereby OFFER to (supply / deliver / perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



Omnibus Sworn Statement (Revised¹)

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;

¹ Pursuant to GPPB Resolution No. 16-2020 dated 16 September 2020

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



SUBSCRIBED AND SWORN to before me this _____ day of _____ at _____, Philippines, by the affiant/s himself/herself/themselves whom I was able to personally identify through his/her/their [*insert type of valid government identification card used*], which he/she/they has/have presented to me.

Witness my hand and seal this ____ day of [*month*] [*year*].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [*date issued*], [*place of issue*]

IBP No. _____ [*date issued*], [*place of issue*]

Doc No. _____

Page No. _____

Book No. _____

Series of _____



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ANNEX II

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
FINANCIAL QUOTATION FORM**

SUPPLY AND DELIVERY OF ONE (1) ECONOMIC RELIEF PACKAGE (VARIOUS GROCERY ITEMS) FOR THE PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

Ref. No. RFQ/MSD-2020-11-007

SMALL VALUE PROCUREMENT

PRICE MUST BE INCLUSIVE OF VAT

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

NOTE: Supplier's price proposal / quotation must not exceed the ABC / Ceiling Price. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.

Description	QTY	Approved Budget for the Contract (ABC) (Php)		Supplier's Price Proposal (Php) (VAT INCLUSIVE)	
		Unit Price	Total Price	Unit Price	Total Price
One (1) Lot Economic Relief Package (Various Grocery Items)	159 Packs	5,000.00	795,000.00		

AMOUNT IN WORDS:

Note:

- I. Price must be valid for One Hundred Twenty (120) days upon submission of quotation;
- II. During delivery, the Supplier shall be responsible in unloading the items from the container/truck to the designated delivery site. All costs including delivery and assembly, handling and other related expenses shall be borne by the Supplier.
- III. Payment upon delivery subject to applicable withholding tax and submission of the following required documents:
 1. Original and duplicate **BIR VAT registered** Supplier's Invoice issued under the name of the PITC indicating **PITC TIN: 000-168-575-000**. Entries must be typewritten or computer printed and must be duly acknowledged and received by PITC's authorized representative;
 2. BIR Registered Official Receipt, issued upon receipt of payment;
 3. Receiving Report issued by PITC.

SUPPLIER'S UNDERTAKING

I/We, the undersigned manufacturer / supplier, having examined the Technical Documents for this project hereby OFFER to (supply / deliver / perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date