



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52581

Date: 10/19/2022

R.F.Q. No.: 202210-12108

Delivery See attached Terms of Reference

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	LOT	Provision of Goods Spaghetti and Fruit Salad Package 1.Spaghetti Sauce 500g 500g Filipino Style Spaghetti Sauce 1,578 Packs 2.Canned Mixed Fruit At least 822g-836g canned mixed fruit sliced and diced, not limited to the following in varying proportion: red papaya, yellow papaya, peaches, pears, grapes, pineapple, cherries. 1,578 Canned Goods 3.250ml All-Purpose Cream 1,578 Tetra Packs 4.260g Canned Corned Beef (Halal-Certified)		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 994,140.00

Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

MARY ANN D. YULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52581

Date: 10/19/2022

R.F.Q. No.: 202210-12108

Delivery See attached Terms of Reference

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			1,578 Canned Goods		
			5.150g Canned Beef Loaf (Non-Pork. Halal-Certified)		
			1,578 Canned Goods		
			6.390g Canned Sweetened Milk		
			1,578 Canned Goods		
			7.180g of Cheddar Cheese Block		
			1,578 Blocks		
			8.Nata De Coco (White)		
			At least 340g-425g of Canned fermented coconut juice with white sugar syrup		
			1,578 Canned Goods		
			9.Spaghetti Pasta Family/Party Size		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 994,140.00

Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

MARY ANN DYULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52581

Date: 10/19/2022

R.F.Q. No.: 202210-12108

Delivery See attached Terms of Reference

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			800g Firm Spaghetti Pasta 1,578 Packs		
			10.Complimentary Gift Box Durable corrugated box with clay coat, individually cling wrapped or any equivalent durable Christmas hamper approved by the end-user. Estimated Dimension (in inches): Length: 9.5 , Width 4.5 , Height: 11 1,578 Pieces		
			I.Terms and Conditions 1.Product Life: All products should have a shelf- life of at least six (6) months or more for dairy products, and one (1) year or more for non-dairy products. This must be reflected in the best/consume before or use by date.		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 994,140.00

Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

MARY ANN D. YULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52581

Date: 10/19/2022

R.F.Q. No.: 202210-12108

Delivery See attached Terms of Reference

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>2.Specifications: All products must meet the end-user s prescribed description, unit of measurement, and product dimension. All items must be locally manufactured in the Philippines.</p> <p>3.Quantity: The quantity delivered should be the same as the quantity ordered. Otherwise the supplier will not be paid in full until they have completed full delivery of the order.</p> <p>4.All items must be carefully and properly packed, and uniformly arranged inside a customized gift box individually cling wrapped or any equivalent durable Christmas hamper. The set of items will consist of the following: one (1) 500g Sweet Spaghetti Sauce, at least 822g- 836g Canned Mixed Fruit, 250ml All Purpose</p>		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 994,140.00

Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

MARY ANN DYULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52581

Date: 10/19/2022

R.F.Q. No.: 202210-12108

Delivery See attached Terms of Reference

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>Cream, 260g Canned Corned Beef (Halal-Certified), 150g Beef Loaf (Non-Pork, Halal-Certified), 390g Canned Condensed Milk, 180g Cheese Block, at least 340g-425g Canned Nata De Coco (White), 800g Spaghetti Pasta Family/Party Size.</p> <p>5.Delivery: Deliveries should be made on the date and time agreed between the two parties. The target full delivery period is to be scheduled within the period of November 21-29, 2022; time and location to be determined. Any changes on the agreed delivery date and time should have prior approval of DTI Procurement Management Division, through the Human Resource and Administrative Service.</p> <p>6.Notification of Defects: Supplier must ensure</p>		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 994,140.00

Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

Mary Ann D. Yulas
MARY ANN D. YULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52581

Date: 10/19/2022

R.F.Q. No.: 202210-12108

Delivery See attached Terms of Reference

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

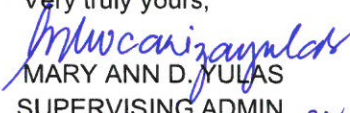
NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>that all items must be free from any damage/defects such as:</p> <ul style="list-style-type: none">a. dent/rust/dirt on canned goods,b. deformed carton/tetra packsc. broken packagingd. spoiled or mold on productse. products with expiration dates less than the agreed duration for Dairy and Non-Dairy Products. The end-user shall examine the contents of the delivery and check for any damage/defects. Products found to be of poor quality or have defects shall be separated from the package and will be returned to the supplier for replacement. <p>7>Returns: All defective products will be returned to the supplier and must be replaced within the day after receipt.</p>		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 994,140.00

Prepared by:


PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,


MARY ANN D. YULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION: _____

COMPANY: _____



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52581

Date: 10/19/2022

R.F.Q. No.: 202210-12108

Delivery See attached Terms of Reference

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>8.Payment: Payment will only be made once all the conditions above are met.</p> <p>9.Sanitation: As part of the health protocols, all product packages/containers should have been sanitized prior to delivery. Likewise, all assigned delivery personnel should adhere to government-issued health standards: should accomplish health declaration form and go through temperature check upon entry of DTI premises; should be wearing face masks and gloves; maintain physical distancing and minimize talking unless needed.</p> <p>II.Budget and Payment Arrangement</p> <p>The approved budget is P994,140.00. Quotation</p>		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 994,140.00

Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

Mary Ann D. Yulas
MARY ANN D. YULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52581

Date: 10/19/2022

R.F.Q. No.: 202210-12108

Delivery See attached Terms of Reference

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>should be inclusive of VAT. Payment is on a send -bill arrangement. The payment will be processed after the complete delivery of the products and Statement of Account (SoA).</p> <p>III.Submission of Bids</p> <p>Interested bidders are requested to submit their proposal with product details and specifications e.g. price, unit of measurement for weight (kg, g etc.).</p> <p>Incomplete submission of the above requirements is subject for disqualification.</p> <p>1.Winning bidders will be requested to meet the end-user to discuss the proposal, present the individual items/products, and a packaged</p>		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 994,140.00

Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

MARY ANN D YULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52581

Date: 10/19/2022

R.F.Q. No.: 202210-12108

Delivery See attached Terms of Reference

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			sample prior to mass production/repacking. 2.Further adjustments with the items/products packaging may be requested by the end-user from the winning bidder. Please find attached Terms of Reference (TOR) for further details.		

*****NOTHING FOLLOWS*****

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 994,140.00

Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

MARY ANN D. YULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

G/F, Trade and Industry Building, 361 Sen Gil J. Puyat Ave., City of Makati* 1200 Philippines
Tels. (632) 751-4997, 751-0384 loc. 2111, Fax (632) 895-3515, e-mail:procurement@dti.gov.ph

TERMS OF REFERENCE

2022 Year-End Gift Package Spaghetti and Fruit Salad Package

With more than two years of surviving and moving to thrive during the pandemic, the DTI community is gradually returning to the way it was. Although much has changed already over our previous Yuletide commemorations, we have firmly weathered and survived the storm, cherishing the simple joys and blessings which made it more meaningful to celebrate and spread cheer beyond the new year. As we continue to move forward and live with a spirit of faith, hope, and love; a simple year-end gift package will be shared to all DTI employees and their families.

Through this, it is hoped that the DTI workforce will feel the Department's sincerest appreciation for the work that they do and be reminded that they will always be valued for being part of the organization, even during this time of adversity.

I. Products

NO.	ITEM	DESCRIPTION	QTY.	TOTAL
1	415 Spaghetti Sauce 500g	500g Filipino Style Spaghetti Sauce	1	1,578 Packs
2	Canned Mixed Fruit At least 822g-836g	At least 822g-836g canned mixed fruit sliced and diced, not limited to the following in varying proportion: red papaya, yellow papaya, peaches, pears, grapes, pineapple, cherries.	1	1,578 Canned Goods
3	All Purpose Cream 250ml	250ml All-Purpose Cream	1	1,578 Tetra Packs
4	Corned Beef 260g	260g Canned Corned Beef (<i>Halal-Certified</i>)	1	1,578 Canned Goods
5	Beef Loaf (<i>Non-Pork</i>) 150g	150g Canned Beef Loaf (<i>Non-Pork. Halal-Certified</i>)	1	1,578 Canned Goods
6	Condensed Milk 390g	390g Canned Sweetened Milk	1	1,578 Canned Goods
7	Cheese Block 180g	180g of Cheddar Cheese Block	1	1,578 Blocks
8	Nata De Coco (White) At least 340g-425g	At least 340g-425g of Canned fermented coconut juice with white sugar syrup	1	1,578 Canned Goods
9	Spaghetti Pasta Family/Party Size 800g	800g Firm Spaghetti Pasta	1	1,578 Packs
10	Complimentary Gift Box	Durable corrugated box with clay coat, individually cling wrapped or any equivalent durable Christmas hamper approved by the end-user. Estimated Dimension (<i>in inches</i>): Length: 9.5", Width 4.5", Height: 11"	1	1,578 Pieces

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

II. Terms and Conditions

1. **Product Life:** all products should have a shelf-life of **at least six (6) months or more for dairy products**, and **one (1) year or more for non-dairy products**. This must be reflected in the "best/consume before" or "use by" date.
2. **Specifications:** all products must meet the end-user's prescribed description, unit of measurement, and product dimension. All items must be locally manufactured in the Philippines.
3. **Quantity:** the quantity delivered should be the same as the quantity ordered. Otherwise the supplier will not be paid in full until they have completed full delivery of the order.
4. **All items must be carefully and properly packed, and uniformly arranged inside a customized gift box individually cling wrapped or any equivalent durable Christmas hamper.** The set of items will consist of the following: one (1) 500g Sweet Spaghetti Sauce, at least 822g- 836g Canned Mixed Fruit, 250ml All Purpose Cream, 260g Canned Corned Beef (*Halal-Certified*), 150g Beef Loaf (*Non-Pork, Halal-Certified*), 390g Canned Condensed Milk, 180g Cheese Block, at least 340g-425g Canned Nata De Coco (White), 800g Spaghetti Pasta Family/Party Size.
5. **Delivery:** deliveries should be made on the date and time agreed between the two parties. **The target full delivery period is to be scheduled within the period of November 21-29, 2022; time and location to be determined. Any changes on the agreed delivery date and time should have prior approval of DTI Procurement Management Division, through the Human Resource and Administrative Service.**
6. **Notification of Defects:** Supplier must ensure that **all items must be free from any damage/defects** such as:
 - a. dent/rust/dirt on canned goods,
 - b. deformed carton/tetra packs
 - c. broken packaging
 - d. spoiled or mold on products
 - e. products with expiration dates less than the agreed duration for Dairy and Non-Dairy Products

The end-user shall examine the contents of the delivery and check for any damage/defects. Products found to be of poor quality or have defects shall be separated from the package and will be returned to the supplier for replacement:

7. **Returns:** all defective products will be returned to the supplier and must be replaced within the day after receipt.
8. **Payment:** payment will only be made once all the conditions above are met.
9. **Sanitation:** as part of the health protocols, all product packages/containers should have been sanitized prior to delivery. Likewise, all assigned delivery personnel should adhere to government-issued health standards: should accomplish health declaration form and go through temperature check upon entry of DTI premises; should be wearing face masks and gloves; maintain physical distancing and minimize talking unless needed.

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

III. Budget and Payment Arrangement

The approved budget is **₱994,140.00**. Quotation should be inclusive of VAT. Payment is on a send-bill arrangement. The payment will be processed after the complete delivery of the products and Statement of Account (SoA).


IV. Submission of Bids

Interested bidders are requested to submit their proposal with product details and specifications e.g. price, unit of measurement for weight (kg, g etc.).


Incomplete submission of the above requirements is subject for disqualification.

- ✓ Winning bidders will be requested to meet the end-user to discuss the proposal, present the individual items/products, and a packaged sample prior to mass production/repacking.
- ✓ Further adjustments with the items/products' packaging may be requested by the end-user from the winning bidder.

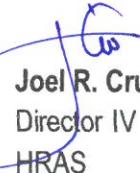
Prepared by:


Jesille M. Cornelio
Administrative Officer V
HRAS – TDD

Reviewed by:


Hazel Joyce L. Doplito
Supervising Administrative Officer
HRAS – TDD

Approved by:


Joel R. Cruz
Director IV
HRAS

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE