PROC. FORM # 4-B/ Rev.00/10.08.10(NGAS Form)



HRAS - PROCUREMENT

	REQUEST FOR QUOTATION Sealed Bidding					
			PR No	.:	HRAS - 5	2581
			Date:		10/19/202	22
			R.F.Q.	No.:	202210-1	2108
Gentler	nan·		Delivery		See attach	ed Terms of Reference
Please q	uote hereunder yed that the quotati	on be signed	cossible price(s) for the following item(s) which is/are urg d, sealed or stamped and submitted to the Supply Section enue, Makati City, Metro Manila.			
NO	QUANTITY	UNIT	ARTICLE	UNI	T 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)			
Remark	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. YUL SUPERVISING ADM		izanlar N. Y. Y. LAS				
Depar		nd Industry have indica	ated the prices of the above mentioned articles on the Ur	nit Price	e and Total	Price columns.
	Date Submitted				. 	er Printed Name
				SITIO MPAN		
			17.9	IVII /AIN		

PROC	FORM #	4-B/ Rev 00/10	08 10(NGAS Form)



	HRAS - PROCUREMENT		
	REQUEST FOR QUOTATION Sealed Bidding		
	PR No.	: HRAS -	52581
	Date:	10/19/20)22
	R.F.Q.	No.: 202210-	12108
Gentleman:	Delivery	See attac	hed Terms of Reference
Please quote hereunder your lowest p	possible price(s) for the following item(s) which is/are urged, sealed or stamped and submitted to the Supply Section enue, Makati City, Metro Manila.	ently needed by n, Ground Floor	this office, It is Department of Trade
NO QUANTITY UNIT	ARTICLE	UNIT PRICI	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		
	ould be treated as one lot. Please note on the deliver 4,140.00	ery term indica	ted above.
Prepared by: PAULA CAMILLE B. INCAPAS ADMIN. OFFICER II		MARY AN SUPERVI	yours, au round of IN DIYULAS SING ADMIN.
DTI SHOPPING COMMITTEE Department of Trade and Industry			11021
As per your request, I/We have indica	ited the prices of the above mentioned articles on the Uni	it Price and Tota	Price columns.
Date Submitted		Signature	er Printed Name
	POS	SIGNATURE OF	or i filiteu Naille
		MPANY:	

PROC	FORM # 4-B/ Rev	00/10 08	10/NGAS I	Form)



			HRAS - PROCUREMENT			
			REQUEST FOR QUOTATION Sealed Bidding			
			PR No.	:	HRAS - 5	2581
			Date:		10/19/202	22
			R.F.Q.	No.:	202210-1	2108
. "			Delivery		See attache	ed Terms of Reference
requeste	uote hereunder yed that the quotati	on be signed	ossible price(s) for the following item(s) which is/are urged, sealed or stamped and submitted to the Supply Section enue, Makati City, Metro Manila.	ently no	eeded by th und Floor D	is office. It is epartment of Trade
NO	QUANTITY	UNIT	ARTICLE	UNI	T 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.			
Remark	(S	All item she ABC: 994	ould be treated as one lot. Please note on the delivers, 140.00	ery te	rm indicate	ed above.
Prepared by: PAULA CAMILLE B. INCAPAS ADMIN. OFFICER II Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN. S					anizamlas ND. YULAS	
Depar	HOPPING COM tment of Trade an our request, I/We	d Industry	ted the prices of the above mentioned articles on the Uni	t Price	e and Total	Price columns.
	Date Submitted			Si	gnature ove	r Printed Name
			POS	OITI	7.0	
			3/9 COM	/IPAN	Y:	

PROC.	FORM # 4-E	/ Rev.00/10.08	.10(NGAS Form)
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			HRAS - PROCUREMENT			
			REQUEST FOR QUOTATION Sealed Bidding			
			PR No. Date:	:	HRAS - 5	
			R.F.Q.	No.:	202210-1	2108
Gentler			Delivery		See attache	ed Terms of Reference
Please o	uote hereunder y	on be signed	ossible price(s) for the following item(s) which is/are urged is sealed or stamped and submitted to the Supply Section enue, Makati City, Metro Manila.			
NO	QUANTITY	UNIT	ARTICLE	UNI	T PRICE	TOTAL PRICE
			2.Specifications: All products must meet the enduser 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			
Remark	(S	All item she ABC: 994	ould be treated as one lot. Please note on the delivit,140.00	ery te	rm indicate	ed above.
ADMIN_OFFICER II SUPERVISING ADMIN.			aizagular N DOYULAS			
Depar		nd Industry	ted the prices of the above mentioned articles on the Un	it Price		
	Date Submitted			Si SITIOI		er Printed Name
				MPAN	-	

PROC	FORM # 4	-B/ Rev.00/10.	08 10/NGAS	Form)



	HRAS - PROCUREMENT					
×			REQUEST FOR QUOTATION Sealed Bidding			
			PR No	.:	HRAS - 5	2581
			Date:		10/19/202	22
			R.F.Q.	No.:	202210-1	2108
Gentler	man:		Delivery		See attache	ed Terms of Reference
Please o	quote hereunder y	on be signed	ossible price(s) for the following item(s) which is/are urg d, sealed or stamped and submitted to the Supply Sectic enue, Makati City, Metro Manila.			
NO	QUANTITY	UNIT	ARTICLE	UNI	T PRICE	TOTAL PRICE
			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			
Remark	ks	All item sho ABC: 994	ould be treated as one lot. Please note on the deliverable 4,140.00	ery te	rm indicate	ed above.
PAUL	A CAMILLE B. I			1	MARY ANI SUPERVIS	vours, Au zaundan N D YULAS ING ADMIN.
Depar		nd Industry	ited the prices of the above mentioned articles on the Ur	nit Price	0, 1	
	Date Submitted			Si	gnature ove	er Printed Name
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			5 / 9 COI	MPAN	Y:	

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			HRAS - PROCUREMENT			
			REQUEST FOR QUOTATION Sealed Bidding			
requeste	quote hereunder y	on be signed	PR Note: Date: R.F.Q. Delivery cossible price(s) for the following item(s) which is/are urgoing, sealed or stamped and submitted to the Supply Section enue, Makati City, Metro Manila.	. No.:	eeded by th	22 2108 ed Terms of Reference
NO	QUANTITY	UNIT	ARTICLE	UNI	T PRICE	TOTAL PRICE
			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.			
Remar	ks	All item sho ABC: 994	ould be treated as one lot. Please note on the deli 1,140.00	very te	rm indicate	ed above.
PAUL	A CAMILLE B. II			1	MARY ANI	vours, Wizayuld N D. YULAS ING ADMIN.
Depar	HOPPING COM tment of Trade an vour request, I/We	d Industry	ted the prices of the above mentioned articles on the Uเ	nit Price	OFF	Price columns.
	Date Submitted		_	Si	gnature ove	er Printed Name
				SITIOI MPAN		

PROC. FORM # 4-B/ Rev.00	/10.08.10(NGAS Form)
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HRAS - PROCUREMENT

HRAS - PROCUREIVIENT						
REQUEST FOR QUOTATION Sealed Bidding						
			PR No.	:	HRAS - 5	2581
			Date:		10/19/202	22
			R.F.Q.	No.:	202210-1	2108
Gentler	man·		Delivery		See attache	ed Terms of Reference
Please o	quote hereunder yed that the quotati	on be signed	ossible price(s) for the following item(s) which is/are urged, sealed or stamped and submitted to the Supply Section enue, Makati City, Metro Manila.	ently no	eeded by th und Floor D	is office. It is epartment of Trade
NO	QUANTITY	UNIT	ARTICLE	UNI	T PRICE	TOTAL PRICE
			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 governmentissued 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. II.Budget and Payment Arrangement The approved budget is P994,140.00. Quotation			
Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC: 994,140.00						
Prepa	red by:			\	ery truly y	ours,
	PAULA CAMILLE B. INCAPAS ADMIN. OFFICER II MUCALIZAÇUM CAMILLE B. INCAPAS MARY ANN D. YULAS SUPERVISING ADMIN.					
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:					
				MPAN		

PROC	FORM #	4-B/ Rev 00/	10.08.10(NGAS	Form)



HDAS DOCLIDEMENT

	HRAS - PROCUREMENT					
REQUEST FOR QUOTATION Sealed Bidding						
			PR No.	:	HRAS - 5	2581
			Date:		10/19/202	22
				No.:	202210-12108	
o "			Delivery		See attache	ed Terms of Reference
requeste	uote hereunder y	on be signed	ossible price(s) for the following item(s) which is/are urge I, sealed or stamped and submitted to the Supply Section enue, Makati City, Metro Manila.	ently no	eeded by th und Floor D	is office. It is epartment of Trade
NO	QUANTITY	UNIT	ARTICLE	UNI	Γ PRICE	TOTAL PRICE
			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). III.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. 1.Winning bidders will be requested to meet the end-user to discuss the proposal, present the individual items/products, and a packaged			
Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC: 994,140.00						
Prepared by: Very truly yours, Mucan zamuch PAULA CAMILLE B. INCAPAS NARY ANN D YULAS						xizayulaN NDYUHAS
A	DMIN. OFFICE	RII		S	UPERVIS OFF	ING ADMIN.
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					
				IOITIE MAAN		18 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
			0,0	/ 111		

PROC. FORM # 4-B/ Rev.00/10.08.10	(NGAS For	m)
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HRAS - PROCUREMENT

REQUEST FOR QUOTATION Sealed Bidding							
			PR No.	:	HRAS - 5	2581	
			Date:		10/19/202	2	
			R.F.Q.	No.:	202210-12108		
			Delivery		See attache	d Terms of Reference	
Please o	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	UNI.	T 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.				
		***	**************************************	****			
Remark	KS	All item sh ABC: 99	ould be treated as one lot. Please note on the deliv 4,140.00	ery te	rm indicate	d above.	
Prepared by: PAULA CAMILLE B. INCAPAS ADMIN. OFFICER II				/1	UPERVISI	ours, Lizagulas NG ADMIN.	
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				Sie	anature ove	r Printed Name	
			POS	IOITIE			
				/PAN			



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.	CHE ITEM	DESCRIPTION	QTY.	TOTAL
1	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 (Halal-Certified)	1	1,578 Canned Goods
5	Beef Loaf (Non-Pork) 150g	150g Canned Beef Loaf (Non-Pork. Halal-Certified)	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 (in inches): 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.



III. Budget and Payment Arrangement

The approved budget is \$\mathbb{P}994,140.00. Quotation should be inclusive of VAT. Payment is on a sendbill 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:

Administrative Officer V

HRAS - TDD

Reviewed by:

Hazel Joyce L. Doplito Supervising Administrative Officer

HRAS - TDD

Approved by:

Director IV