



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52583

Date: 10/17/2022

R.F.Q. No.: 202210-12109

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 Quezo de Bola 500g of Ball-shaped Cheese with Red Wax Rind 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 and must be indicated in the best before or use by date. 2.Specifications: All products must meet the end-user s prescribed description and unit of measurement. All items must be locally manufactured in the Philippines. 3.Quantity: The quantity delivered should be the same as the quantity ordered. Otherwise the		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 473,400.00

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:



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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>supplier will not be paid in full until they have completed full delivery of the order.</p> <p>4.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>5.Notification of Defects: The end-user shall examine the contents of the delivery and check for any transport damage/defects immediately upon receipt. Products found to be shoddy or have defects such as the following condition</p>		

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>mentioned below shall be separated from the package and will be returned to the supplier for replacement:</p> <ul style="list-style-type: none"> a. deformed item, carton/tetra packs b. broken packaging c. spoiled or mold on products d. products with expiration dates less than six (6) months <p>6>Returns: All defective products will be returned to the supplier and replaced within the day after receipt.</p> <p>7.Payment: Payment will only be made once all the conditions above are met.</p> <p>8.Sanitation: As part of the health protocols, all products packages should have been sanitized</p>		

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>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 P473,400.00. 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).</p> <p>III. Submission of Bids</p>		

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<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 products and packaging, and provide samples for food tasting.</p> <p>2. Further adjustments with the items/products packaging may be requested by the end-user from the winning bidder.</p>		

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: Please find attached Terms of Reference (TOR) for further details.

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

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TERMS OF REFERENCE

2022 Year-End Gift Package

Quezo de Bola

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. Product

ITEM	DESCRIPTION	QTY.
Quezo De Bola	500g of Ball-shaped Cheese with Red Wax Rind	1,578 Pieces

II. Terms and Conditions

- Product Life:** all products should have a shelf-life of at least six (6) months or more and must be indicated in the "best before" or "use by" date.
- Specifications:** all products must meet the end-user's prescribed description and unit of measurement. All items must be locally manufactured in the Philippines.
- 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.
- 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.**
- Notification of Defects:** the end-user shall examine the contents of the delivery and check for any transport damage/defects immediately upon receipt. Products found to be shoddy or have defects such as the following condition mentioned below shall be separated from the package and will be returned to the supplier for replacement:
 - deformed item, carton/tetra packs
 - broken packaging
 - spoiled or mold on products
 - products with expiration dates less than six (6) months

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

6. **Returns:** all defective products will be returned to the supplier and replaced within the day after receipt.
7. **Payment:** payment will only be made once all the conditions above are met.
8. **Sanitation:** as part of the health protocols, all products packages 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 **₱473,400.00**. 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 products and packaging, and provide samples for food tasting.
- ✓ 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