



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 53061

Date: 10/25/2022

R.F.Q. No.: 202210-12199

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 I. Products 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		

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
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: _____

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			4. 260g Canned Corned Beef (Halal Certified) 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) 340g of fermented coconut juice with white sugar syrup in a Glass Jar 1,578 Glass Jars		

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

Prepared by:


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Table with 6 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Contains items 9 (Spaghetti Pasta), 10 (Basket), and II (Terms and Conditions).

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

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. The ARTICLE column contains detailed specifications and requirements for the items being quoted.

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: Beef (Halal-Certified), 150g Beef Loaf (Non-Pork, Halal-Certified), 390g Canned Condensed Milk, 180g Cheese Block, 340g Nata De Coco (White), 800g Spaghetti Pasta Family/Party Size. Includes delivery and defect notification terms.

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

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			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.		

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

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ADMIN. OFFICER II

Very truly yours,

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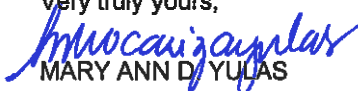
NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>8. Payment: payment will only be made once all the conditions above are met.</p> <p>9. Sanitation: as part of the health protocols, all product packages/containers should have been sanitized prior to delivery. Likewise, all assigned delivery personnel 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>III. Budget and Payment Arrangement</p> <p>The approved budget is P994,140.00. Quotation should be inclusive of VAT. Payment is on a</p>		

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

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. The ARTICLE column contains detailed instructions regarding bid submission, including requirements for product details, pricing, and delivery terms.

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

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Includes a note about packaging adjustments and Terms of Reference (TOR).

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

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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	Sweet 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) 340g	340g of fermented coconut juice with white sugar syrup in a Glass Jar	1	1,578 Glass Jars
9	Spaghetti Pasta Family/Party Size 800g	800g Firm Spaghetti Pasta	1	1,578 Packs

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

10	Basket	<p>Wicker basket with shrinkable transparent plastic wrap, for the supplier to cover the basket with goods and ribbon as a decoration.</p> <p>Estimated Dimension: Width: 24 cm. Length: 36 cm. Height (front): 6 cm. Height (back/side): 10 cm. Height (back/middle): 12 cm. (Please see attached sample design)</p>	1	1,578 Pieces
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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 the wicker basket with shrinkable transparent plastic wrap to cover the basket with goods and ribbon as a decoration.** 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, 340g 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.

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

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 **₱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.

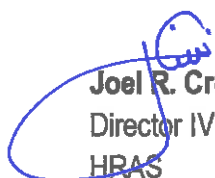
Prepared by:


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

Annex: Sample Basket

