

- 15.) 5 Case Sweetener Sachet
natural sweetener, no calorie, 3.5 oz,
100 sachet/pack, 12pack/case
- 16.) 15 Case Tea
green tea & lemon, 1.6g x 25bag/pack,12pack/case
- 17.) 5 Case Coffee classic stick
instant coffee, 2g x 48 stick/pack, 21pack/case
- 18.) 5 Case Coffee creamer
original, 5gx48 sachet/pack,20pack/case
- 19.) 10 Case Coffee classic
instant coffee, 100 grms/pack, 30 pack/case
- 20.) 15 Case Coffee creamer
original, 170g/pack, 60pack/case
- 21.) 5 Case Coffee decaf
decaffeinated instant coffee, 80g/pack, 30pack/case

Term and Conditions:

1. The Supplier shall conduct prompt delivery of the required number of grocery item on a monthly basis.
2. The Supplier shall ensure that the bottles/gallons/packs supplied are clean and properly sealed in terms of product packaging in accordance with the regulations of the food safety regulatory agency.
3. The Supplier shall ensure that the shelf life of grocery items to be stored shall remain suitable for use
4. The Supplier shall ensure that the delivery of grocery items is properly acknowledged thru a delivery receipt duly signed by the end user's supply officer
5. The processing of payment shall be on the 15th and 30th day of the month. Billing shall be accompanied by a request for payment, properly signed delivery receipts, and duly signed Inspection and Acceptance Report.
6. The supplier in coordination with the IHAO for the delivery of the required items.

B) USE COMPANY LETTERHEAD FOR YOUR QUOTATION & ADDRESS TO:

DIR. JAMES JUPER B. AGUILAR
Head, Procurement Unit
Office of the President
M-123 Mabini Hall, J.P. Laurel St.,
Malacañang Complex,
San Miguel, Manila

Tel Number: (02) 784-4286 loc. 4601
Fax Number: (02) 784-4286 local 4709
Email Address:
procurement_unit@malacanang.gov.ph
op.procurementunit@gmail.com

C) ELIGIBILITY DOCUMENTS MUST BE ATTACHED TO THE QUOTATION

1. Latest/updated/valid PhilGEPS Registration Certificate
2. Latest/valid Mayor's Permit
3. TIN

Note:

- *Kindly Attach the Complete Eligibility Documents to Avoid DISQUALIFICATION.
- *Include the BACK PAGE OF THE MAYOR'S/BUSINESS PERMIT if Available
- *Scan the Documents in a manner that the entries are legible/readable.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment:
2. Warranty:
3. Place of Delivery:
4. Delivery Period:
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any
8. Brand

Created by Sonny Boy Bautista Berbano
Date Created 09/10/2019

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