



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION I, II and CAR

Brgy. Tebag East, Sta. Barbara, Pangasinan
Tel. Nos.: (075) 5291-834
pcaregion1.2car@gmail.com / Northluzon@pca.gov.ph

REQUEST FOR QUOTATION

Date: October 29, 2024

RFQ No.: RFQ-RO1-24-10-0007

The Philippine Coconut Authority Regions I, II & CAR through its Regional Bids and Awards Committee (RBAC), intends to procure **SUPPLY & DELIVERY OF OFFICE FURNITURES** with a total Approved Budget for the Contract amounting to **ONE HUNDRED THIRTY THOUSAND FIVE HUNDRED PESOS (Php130,500.00)** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Please submit your quotations/proposals duly signed by you or your duly authorized representative for the item described herein, subject to the Terms and Conditions and Technical Specifications attached in this Request for Quotation (RFQ). The procurement period covers from **OCTOBER 29 to NOVEMBER 4, 2024**.

A copy of your **Mayor/Business Permit and PhilGEPS Registration Certificate** are also required along with your quotation/proposal. Quotation with the aforesaid documentary requirements shall be submitted in a sealed envelope either manually or through mailing at the address indicated below **not later than NOVEMBER 4, 2024, 9:00 AM**. Evaluation of offer/s will be on **NOVEMBER 4, 2024 1:30 PM**.

For any clarification, please feel free to contact Mr. Mark Kevin Q. Tugade, CS-Supply Officer I at tel. no/s. (075) 5291-834 or email at NorthLuzon@pca.gov.ph

(SGD.) CHRICEPT T. VILORIA, Ph.D.
Chairman, Procuring Committee

Philippine Coconut Authority
Regions I, II & CAR
Brgy. Tebag East, Sta. Barbara, Pangasinan
Email Address: NorthLuzon@pca.gov.ph



QUOTATION/ PROPOSAL

Date: _____

Name of Business: _____

Address: _____

Nature of Business: _____

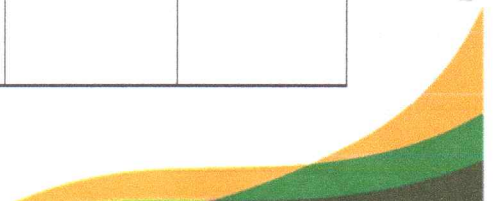
Business Permit No.: _____

Tax Identification No.: _____

PhilGEPS Registration Number: _____

Quotation/ Proposal (please indicate the kind of goods with the total bid amount and any other related offer):

Quantity	Unit	Item Description	ABC	Unit Cost (Php)	Total Cost (Php)
10	pcs	Office Table (24 x 36 IN) <u>Technical Specification</u> a. Top size: 24 x 36 " (60 x 90 cm) b. Material: Laminated Particle Board (LPB) c. Height: 29-30" (74-76 cm) d. Weight capacity: 50-100 lbs (23-45 kg) e. Edge type: Rounded f. Scratch-resistant coating g. Leg type: Two-legs h. Number of drawers: 2 i. Large drawer: Size: 18 x 14 x 2" W x D x H (45 x 35 x 5 cm) Small drawer: Size: 12 x 10 x 2" W x D x D (30 x 25 x 5 cm) With two-mini shelves	36,000.00		
1	Pcs	Office Table (24 x 48) <u>Technical Specification</u> a. Top size: 24 x 48 " (60 x 122 cm) b. Material: Laminated Particle Board (LPB) or wood c. Height: 29-30" (74-76 cm) d. Weight capacity: 50-100 lbs (23-45 kg) e. Edge type: Rounded f. Scratch-resistant coating g. Leg type: Two-legs or Four-legs h. Number of drawers: 2-3 with handles i. Drawer size: 12 x 18" (30 x 46 cm) j. Mini shelves (optional): At least 2 with a shelf size: 12 x 12" (30 x 30 cm)	4,500.00		
2	Pcs	5 Layer Shelving Unit (48 x 24 x 72 IN) <u>Technical Specification</u> a. Size: 48 x 24 x 72" (122 x 61 x 183 cm) b. Material: Steel c. Color: Black frames and brown or ordinary color shelves d. Number of layers: 5 e. Layer size: 48 x 24" (122 x 61 cm) f. Steel frame and lamination g. Maximum capacity per layer: 500 kg (1,102 lbs) h. Total capacity: 2,500 kg (5,512 lbs)	19,000.00		
11	pcs	Shivel Chair <u>Technical Specification</u> a. Type: Mesh office chair b. Color: Black c. Material: Steel frame, mesh fabric, and plastic components d. Seat Height: 43-48 cm (17-19") e. Seat Depth: 38-42 cm (15-17") f. Armrest Height: 55-60 cm (22-24") g. Backrest Height: 75-80 cm (30-32")	27,500.00		



		h. Features: Ergonomic design, adjustable armrests, mesh backrest for ventilation, Adjustable height and tilt, durable steel frame, and 5-star base with wheels			
1	pcs	Filing Cabinet (vertical, 4 layers) <u>Technical Specification</u> a. Type: Vertical filing cabinet b. Number of layers: 4 c. Material: Steel or metal d. Color: Standard colors (gray, beige or white) e. Dimensions: Height: 1800 – 1900 mm (70-75"); Width: 400-450 mm (16-18"); Depth: 600-650 mm (24-26") f. Lock: Yes (central lock or individual drawer locks) g. Storage capacity: Each layer can hold approximately 20-25 files (A4 size), Total storage capacity: 80-100 files	10,500.00		
2	pcs	Filing Cabinet (lateral, 3 layers) <u>Technical Specification</u> a. Type: Lateral filing cabinet b. Number of layers: 3 c. Material: Steel or metal d. Color: Standard colors (gray, beige or white) e. Dimensions: Height: 1030 – 1130 mm; Width: 400-452 mm; Depth: 900-950 mm f. Number of drawers: 3 g. Drawer size: 452 x 900 mm h. Drawer type: File Drawer with label holder i. Lock: Yes (central lock or individual drawer locks) j. Storage capacity: Each layer can hold approximately 50-75 files or 100-150 sheets, Total storage capacity: 80-100 files or 300-450 sheets	23,000.00		
2	pcs	6-Foot Fold-In-Half Table <u>Technical Specification</u> a. Dimensions: 6 ft long, 30-36 inches wide, and 29-30 inches high b. Material: High-density polyethylene table top and powder-coated steel frame c. Weight Capacity: Can hold up to 500-700 lbs of static load d. Features: - UV-protected and weather-resistant - Auto-locking feature and convenient carry handle - Easy to set up and take down - Folds in half for compact storage e. Color: Black	10,000.00		
Total			130,500.00	Total	

Attachments:

Mayor/Business Permit

PhilGEPS Registration Certificate

Signature over Printed Name

Office Telephone/Fax No.

Mobile No.

Email Address

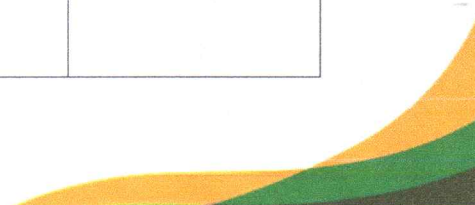


INSTRUCTIONS

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All Technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow instructions will disqualify your entire quotation.

Technical Specifications

Unit	Item Description	Quantity	Statement of Compliance (please indicate "comply" or "not comply")
pcs	Office Table (24 x 36 IN) <u>Technical Specification</u> j. Top size: 24 x 36 " (60 x 90 cm) k. Material: Laminated Particle Board (LPB) l. Height: 29-30" (74-76 cm) m. Weight capacity: 50-100 lbs (23-45 kg) n. Edge type: Rounded o. Scratch-resistant coating p. Leg type: Two-legs q. Number of drawers: 2 r. Large drawer: Size: 18 x 14 x 2" W x D x H (45 x 35 x 5 cm) Small drawer: Size: 12 x 10 x 2" W x D x D (30 x 25 x 5 cm) With two-mini shelves	10	
Pcs	Office Table (24 x 48) <u>Technical Specification</u> k. Top size: 24 x 48 " (60 x 122 cm) l. Material: Laminated Particle Board (LPB) or wood m. Height: 29-30" (74-76 cm) n. Weight capacity: 50-100 lbs (23-45 kg) o. Edge type: Rounded p. Scratch-resistant coating q. Leg type: Two-legs or Four-legs r. Number of drawers: 2-3 with handles s. Drawer size: 12 x 18" (30 x 46 cm) Mini shelves (optional): At least 2 with a shelf size: 12 x 12" (30 x 30 cm)	1	
Pcs	5 Layer Shelving Unit (48 x 24 x 72 IN) <u>Technical Specification</u> i. Size: 48 x 24 x 72" (122 x 61 x 183 cm) j. Material: Steel k. Color: Black frames and brown or ordinary color shelves l. Number of layers: 5 m. Layer size: 48 x 24" (122 x 61 cm) n. Steel frame and lamination o. Maximum capacity per layer: 500 kg (1,102 lbs) Total capacity: 2,500 kg (5,512 lbs)	2	
pcs	Shivel Chair <u>Technical Specification</u> i. Type: Mesh office chair j. Color: Black k. Material: Steel frame, mesh fabric, and plastic components l. Seat Height: 43-48 cm (17-19") m. Seat Depth: 38-42 cm (15-17") n. Armrest Height: 55-60 cm (22-24") o. Backrest Height: 75-80 cm (30-32") Features: Ergonomic design, adjustable armrests, mesh backrest for ventilation, Adjustable height and tilt, durable steel frame, and 5-star base with wheels	11	



pcs	Filing Cabinet (vertical, 4 layers) <u>Technical Specification</u> h. Type: Vertical filing cabinet i. Number of layers: 4 j. Material: Steel or metal k. Color: Standard colors (gray, beige or white) l. Dimensions: Height: 1800 – 1900 mm (70-75"); Width: 400-450 mm (16-18"); Depth: 600-650 mm (24-26") m. Lock: Yes (central lock or individual drawer locks) Storage capacity: Each layer can hold approximately 20-25 files (A4 size), Total storage capacity: 80-100 files	1	
pcs	Filing Cabinet (lateral, 3 layers) <u>Technical Specification</u> k. Type: Lateral filing cabinet l. Number of layers: 3 m. Material: Steel or metal n. Color: Standard colors (gray, beige or white) o. Dimensions: Height: 1030 – 1130 mm; Width: 400-452 mm; Depth: 900-950 mm p. Number of drawers: 3 q. Drawer size: 452 x 900 mm r. Drawer type: File Drawer with label holder s. Lock: Yes (central lock or individual drawer locks) Storage capacity: Each layer can hold approximately 50-75 files or 100-150 sheets, Total storage capacity: 80-100 files or 300-450 sheets	2	
pcs	6-Foot Fold-In-Half Table <u>Technical Specification</u> f. Dimensions: 6 ft long, 30-36 inches wide, and 29-30 inches high g. Material: High-density polyethylene table top and powder-coated steel frame h. Weight Capacity: Can hold up to 500-700 lbs of static load i. Features: <ul style="list-style-type: none"> - UV-protected and weather-resistant - Auto-locking feature and convenient carry handle - Easy to set up and take down - Folds in half for compact storage Color: Black	2	

Signature over Printed Name



General Terms and Conditions

1. Bidders shall provide correct and accurate information required in the forms.
2. Price quotations must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, schedule of requirements and terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
7. The PCA Regions I, II & CAR RBAC shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
8. All items should be delivered in 5 (5) working days after signing of Purchase Order.
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCA Regions I-III & CAR may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

