



**DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION IV-A (CALABARZON)**

Brgy. Isabang, Lucena City
Telephone Number: (042) 795-5472
<http://www.pca.da.gov.ph> / Email address: regioniv@pca.gov.ph

REQUEST FOR QUOTATION / PROPOSAL (RFQ/RFP)

**SUPPLY AND DELIVERY OF MEALS FOR CONDUCT OF PERFORMANCE REVIEW FOR CY2024 PP's AND CY2024 ANNUAL
OPERATIONAL PLANNING ON NOV. 28-29, 2024**

Name of Company

Complete Company Address

Date: November 24, 2024
RFQ/RFP No.: 24-11-0013
PR No.: 24-11-0013
PHILGEPS Ref. No.: _____

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **November 27, 2024 at 1:00 PM** to the address listed above.

Very truly yours,

SGD NERISSA P. MENDEZ
Acting Administrative Officer V

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Philippine Coconut Authority.

SGD MAY A. Napeñas
Regional Canvasser

PLEASE QUOTE: PER ITEM

					SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX		
No.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)
					Unit Price	Total Price	
1	SUPPLY AND DELIVERY OF MEALS						
	(Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) – November 28, 2024	40	Pax	42,000.00			
	(Breakfast, AM Snacks, Lunch and PM Snacks) – November 29, 2024	40	pax	32,000.00			
	----- Nothing follows -----						
				74,000.00			

GENERAL CONDITIONS

Bidder must comply with the following requirements:

- All entries must be typewritten and legible;
- Accomplished Request for Quotation/Proposal;
- Certificate of PHILGEPS Registration;
- Updated Mayor's/Business Permit;
- Latest Income and Business Tax Return (for ABC above 500k);
- Omnibus Sworn Statement (for ABC above 50k). Please see attached format.
- The accomplished RFQ/RFP including other documentary requirements shall be submitted in a sealed envelope with proper label, as follows:**

Company Name:
Company Address:
Name & Signature of Owner/Authorized Representative
RFQ No."
Project Name: Supply and Delivery of _____
- Delivery/Service period must be at least within two (2) calendar day/s upon receipt of the Purchase Order.
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three (3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- Transaction with PCA shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION

Date: _____

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for **immediate delivery and shipment/service which can be made within two (2) calendar day/s from receipt of Purchase/Job Order.**

Print Name & Signature of Owner/
Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)