



**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 / rbac.pcaiv@gmail.com

REQUEST FOR QUOTATION / PROPOSAL (RFQ/RFP)

**JOB ORDER – LABOR AND MATERIALS FOR VARIOUS REPAIRS AND PARTS REPLACEMENT OF
PCA-IVA SERVICE TRUCK (CANTER – SEA379) AND SERVICE PICK-UP (TOYOTA HILUX – SLA617)**

Name of Company

Complete Company Address

Date: APRIL 11, 2025
RFQ/RFP No.: PCA4A-RFQ-25-04-0009
PR No.: 25-03-0056
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 **APRIL 21, 2025 at 5:00 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 | Various repairs and parts replacement of PCA IV-A service pick-up (Toyota Hilux) | 1 | lot | 195,210.00 | | | |
| 2 | Various repairs and parts replacement of PCA IV-A service truck (Canter) | 1 | lot | 176,019.50 | | | |
| | Please see attached Purchase Request No. 25-03-0056 for detailed specifications. | | | | | | |
| | | | TOTAL | 371,229.50 | | | |

GENERAL CONDITIONS

Bidder must comply with the following requirements:

1. All entries must be typewritten and legible;
2. Accomplished Request for Quotation/Proposal;
3. Certificate of PHILGEPS Registration;
4. Updated Mayor's/Business Permit;
5. Latest Income and Business Tax Return (for ABC above 500k);
6. Omnibus Sworn Statement (for ABC above 50k). Please see attached format.
7. **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 _____

8. Delivery/Service period must be at least within *thirty (30) calendar day/s* upon receipt of the Purchase Order.
9. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
10. Price validity shall be for a period of three (3) months;
11. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
12. Transaction with PCA shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
13. 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 thirty (30) calendar day/s from the receipt of Purchase/Job Order.**

Print Name & Signature of Owner/
Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)



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DETAILED SCOPE OF WORKS

LOT #1

VARIOUS REPAIRS AND PARTS REPLACEMENT OF PCA IV-A SERVICE PICK-UP (TOYOTA HILUX – SLA617)

| Job Order (labor & materials) (plate # SLA 617) | | | | |
|--|---|---|-----------------|-------------------|
| Materials: | | | | |
| liters | Motor Oil | 7 | 670.00 | 4,690.00 |
| pc. | Oil Filter | 1 | 860.00 | 860.00 |
| pc. | Fuel Filter | 1 | 980.00 | 980.00 |
| liters | Water Coolant | 6 | 395.00 | 2,370.00 |
| liter | Brake Fluid | 1 | 400.00 | 400.00 |
| pc | Clutch Master Assy. | 1 | 2,550.00 | 2,550.00 |
| pcs | Fan Belt | 2 | 950.00 | 1,900.00 |
| pcs | Battery Terminal | 2 | 185.00 | 370.00 |
| pc | Crankshaft Oil Seal | 1 | 780.00 | 780.00 |
| pcs | Lower Balljoint (L/R) | 2 | 1,700.00 | 3,400.00 |
| pcs | Upper Balljoint (L/R) | 2 | 1,800.00 | 3,600.00 |
| cans | Throttle Body Cleaner | 3 | 400.00 | 1,200.00 |
| pcs | Molye Bushing | 6 | 350.00 | 2,100.00 |
| pcs | Fabricate Pin | 4 | 360.00 | 1,440.00 |
| pcs | Tail Light Bulb Double Contract | 2 | 390.00 | 780.00 |
| set | Clutch Lining | 1 | 5,600.00 | 5,600.00 |
| pc. | Release Bearing | 1 | 2,460.00 | 2,460.00 |
| pc. | Pilot Bearing | 1 | 680.00 | 680.00 |
| pc. | Pressure Plate | 1 | 6,950.00 | 6,950.00 |
| pc. | Computer Box | 1 | 118,000.00 | 118,000.00 |
| Labor Mechanic: | | | | |
| lot | Change Oil, Replace oil and Fuel Filter | 1 | 1,500.00 | 1,500.00 |
| lot | Open, Clean and adjust all brakes | 1 | 1,200.00 | 1,200.00 |
| lot | Replace Clutch Master, Fan Belt, Battery Terminal and Oil Seal | 1 | 6,000.00 | 6,000.00 |
| lot | Replace Balljoint Upper and Lower | 1 | 3,000.00 | 3,000.00 |
| lot | Replace Spring Leaf Bushing | 1 | 1,600.00 | 1,600.00 |
| lot | Throttle Body Cleaning | 1 | 7,500.00 | 7,500.00 |
| lot | Pull down and install transmission for the replacement of pressure plate, pilot bearing and release bearing | 1 | 5,700.00 | 5,700.00 |
| Machine Shop: | | | | |
| lot | Press in and out balljoint | 1 | 1,500.00 | 1,500.00 |
| Electrical: | | | | |
| lot | Replace tail light Bulb | 1 | 500.00 | 500.00 |
| lot | General check-up electrical wiring and lines | 1 | 3,000.00 | 3,000.00 |
| lot | Scanning | 1 | 2,600.00 | 2,600.00 |
| | | | SUBTOTAL | 195,210.00 |



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LOT #2

**VARIOUS REPAIRS AND PARTS REPLACEMENT OF PCA IV-A SERVICE TRUCK
(CANTER – SEA379)**

| | Job Order: Labor and Materials (plate # SEA 379) | | | |
|-----|---|---|-----------------|-------------------|
| set | OverHaul Gasket | 1 | 3,864.00 | 3,864.00 |
| set | Main Bearing Standard | 1 | 2,001.00 | 2,001.00 |
| set | Con. Bearing Standard | 1 | 1,495.00 | 1,495.00 |
| set | Piston Ring Standard | 1 | 2,817.50 | 2,817.50 |
| set | Trinity Washer | 1 | 345.00 | 345.00 |
| pcs | Piston | 4 | 8,970.00 | 35,880.00 |
| pcs | Liner Standard | 4 | 4,370.00 | 17,480.00 |
| pcs | Con. Rad Arm | 4 | 4,830.00 | 19,320.00 |
| pc | Water Truck Pumps | 1 | 2,760.00 | 2,760.00 |
| pc | Oil Pump | 1 | 13,110.00 | 13,110.00 |
| pcs | Sand Paper | 6 | 1,380.00 | 8,280.00 |
| pc | Oil Filter | 1 | 782.00 | 782.00 |
| pc | Fuel Filter | 1 | 402.50 | 402.50 |
| pc | Plastic Gauge | 1 | 402.50 | 402.50 |
| pc | c/o flat truck#1 flat 47" | 1 | 1,265.00 | 1,100.00 |
| pc | c/o flat truck#1 flat 49" | 1 | 1,495.00 | 1,300.00 |
| set | air cleaner | 1 | 5,520.00 | 4,800.00 |
| set | mulye/spring (rear) | 1 | 13,110.00 | 13,110.00 |
| set | mulye/spring (front) | 1 | 11,270.00 | 11,270.00 |
| lot | Labor - for overhaul | 1 | 21,275.00 | 18,500.00 |
| lot | labor - replacement of spring | 1 | 9,200.00 | 8,000.00 |
| lot | labor - refacing of cylinder head | 1 | 10,350.00 | 9,000.00 |
| | | | SUBTOTAL | 176,019.50 |