



**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 235 PCS POLOSHIRTS WITH CUSTOMIZED PRINT (NATIONAL WOMEN'S MONTH 2025)

Name of Company

Complete Company Address

Date: February 17, 2025
RFQ/RFP No.: PCA4A-RFQ-25-02-0001
PR No.: 25-02-0008
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 **January 21, 2025 at 8:00 AM** 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 POLOSHIRTS WITH CUSTOMIZED PRINT (NATIONAL WOMEN'S MONTH 2025)	235	pcs	164,500.00			
	Sizes: 3XL – 3 L – 88 M – 72 S – 18 XL – 37 XS – 9 XXL - 8						
	Color: Purple Texture Type: Cotton Printing Method: Heat transfer/DTG/DTF Print Design: Print must be visually clear and readable Sample: Please see annex "A"						
		TOTAL		164,500.00			



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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 seven (7) 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 seven (7) 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)