



**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 250 PAX FULL BOARDS MEALS ON FEBRUARY 27, 2025 AT GEN. NAKAR, QUEZON**

\_\_\_\_\_  
Name of Company  
\_\_\_\_\_  
Complete Company Address

Date: February 19, 2025  
RFQ/RFP No.: PCA4A-RFQ-25-02-0002  
PR No.: 25-02-0010  
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 **February 24, 2025 at 9:00 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	
<b>1</b>	<b>SUPPLY AND DELIVERY OF FULL BOARD MEALS</b>	250	pax	187,500.00			
	<b>Date of event: February 27, 2025</b>						
	<b>Venue: Brgy. Umiray, General Nakar, Quezon</b>						
		<b>TOTAL</b>		<b>187,500.00</b>			

**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 one (1) 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 one (1) 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)