



**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 OFFICE SUPPLIES, JANITORIAL SUPPLIES AND INK & CARTRIDGES**

Name of Company

Complete Company Address

Date: MARCH 25, 2025
RFQ/RFP No.: PCA4A-RFQ-25-03-0004
PR No.: 25-03-0119
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 02, 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	
1	OFFICE SUPPLIES	1	lot	175,950.00			
	CORRECTION TAPE, 8M	200	piece	4,000.00			
	STAMP PAD INK, purple or violet	12	bottle	480.00			
	ALCOHOL, ETHYL, 68%-72%, 1 gal	30	gal	14,100.00			
	RECORD book, 500 PAGES	10	book	1,650.00			
	TWINE, plastic, one (1) kilo per roll	6	roll	540.00			
	TAPE, MASKING, width: 24mm (±1mm)	40	roll	3,000.00			
	PUNCHER, paper, heavy duty, with two-hole guide	10	piece	2,500.00			
	ENVELOPE, mailing, white, with window	1	box	680.00			
	ENVELOPE, MAILING, white, 80gsm (-5%)	1	box	600.00			
	ENVELOPE, EXPANDING, KRAFTBOARD, legal size doc/44121506-EN-X01	3	box	3,750.00			
	STAPLER, STANDARD TYPE, load cap: 200 staples min	20	piece	5,200.00			
	Morocco board binding cover (A4, Green) 10's/pack	10	pack	500.00			



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Plastic Storage Container 25L	5	piece	1,750.00			
Plastic Storage Container 50L	5	piece	3,000.00			
Extension Wire (5m; 3outlets)	5	piece	1,750.00			
Extension Wire (10-15m; 3outlets)	5	piece	3,000.00			
Plastic Expanding Envelope Long with Handle	30	piece	2,100.00			
Battery (AA; black)	100	piece	5,000.00			
White Folder (Legal, 14pt) 50pieces/bundle	1000	piece	10,000.00			
gun tacker (heavy-duty, 4-14mm)	2	piece	1,480.00			
Columnar Notebook16col	10	piece	500.00			
Columnar Notebook4col	10	piece	500.00			
Columnar Notebook6col	10	piece	500.00			
Columnar Notebook8col	10	piece	500.00			
glue (White;130Grm)	20	bottle	1,600.00			
Keyboard (USB Type)	10	piece	5,000.00			
LAMINATING SHEET 125 LG Legal SIZE 125MICRONS 100pieceS	5	pack	10,000.00			
LOOSELEAF COVER, 50 sets per bundle (Green yellow)	2	bundle	4,400.00			
Marker, permanent (Black)	24	piece	960.00			
Marker, permanent (blue)	12	piece	480.00			
Marker, permanent (red)	12	piece	480.00			
Paper, laid board (short, natural, white) 10pieces/pack	50	pack	1,750.00			
Vellum Board 220GSM 10's White Long	50	pack	2,500.00			
PHOTO PAPER A4 260GSM 10S GLOSSY PREMIUM	10	pack	2,500.00			
RECORD book, 150 PAGES	20	piece	1,800.00			
RECORD book, 200 PAGES	20	piece	1,800.00			



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	File Folder 3" with Hard Cover Side Mechanism - 2 Ring Binder; Long	100	piece	15,000.00			
	Storage box with lid (long)	50	piece	7,500.00			
	Led Bulb (15w)	50	piece	7,500.00			
	Post-it (Sticky Notes) 3x3 inches (5-pad per pack)	10	pack	3,500.00			
	SIGN HERE Sticky Notes 100sheets+/pack)	50	pack	3,500.00			
	TAPE, double sided, Foam, 1"; 1m	50	roll	2,000.00			
	Universal socket adaptor (10A)	20	piece	1,600.00			
	Folding ladder Aluminum construction; Anti-slip steps; 4 x 4ft panels; 16 ft. total height; 100kg maximum capacity"	1	unit	10,000.00			
	CCTV Camera with 256GB Memory Card	10	unit	25,000.00			
2	JANITORIAL SUPPLIES	1	Lot	53,430.00			
	INSECTICIDE, aerosol type, net content: 600ml min	26	can	9,100.00			
	TRASHBAG, XXL size	24	roll	4,080.00			
	Sodium Hypochlorite (3600ml) Color safe	20	gal	6,000.00			
	Scrub Sponges; 115mmx70mm	32	piece	1,600.00			
	dishwashing liquid 240ml	50	bottle	5,500.00			
	Garbage Bin (black, 120L) Large Trash cans, Plastic	8	piece	16,000.00			
	Mop and Spin Dry Bucket Set with 1 Microfiber Mop Head	2	Set	2,400.00			
	Refillable mop with cloth Long 58inches metal handle	10	Set	4,000.00			
	Plastic Trash can With Rotating Cover (45-50L Capacity)	10	piece	2,500.00			
	Glass cleaner 500ml	15	bottle	2,250.00			
3	INK AND CARTRIDGES	1	Lot	139,000.00			
	INK CARTRIDGE, Canon CL-811, Colored	20	cart	26,000.00			
	INK CARTRIDGE, Canon PG-810, Black	30	cart	33,000.00			



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	Ink, Epson 003 (Black)	40	piece	16,000.00			
	Ink, Epson 003 (Cyan)	20	piece	8,000.00			
	Ink, Epson 003 (Magenta)	20	piece	8,000.00			
	Ink, Epson 003 (yellow)	20	piece	8,000.00			
	Toner Cartridge, Lexmark M321 - High Yield (56F3H00)	2	piece	40,000.00			
		TOTAL		368,380.00			

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 receipt of Purchase/Job Order.

**Print Name & Signature of Owner/
Authorized Representative**

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)