



**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)

**SUPPLY, HANDLING AND DELIVERY OF MEALS FOR REGIONAL MANAGEMENT COMMITTEE 3RD BI-MONTHLY MEETING
ON JUNE 10, 2025 AT PCA IV-A COMPOUND, ISABANG, LUCENA CITY**

Name of Company

Complete Company Address

Date: JUNE 03, 2025
RFQ/RFP No.: PCA4A-RFQ-25-06-0015
PR No.: 25-05-0226
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 **June 09, 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	MEALS (Breakfas, AM Snacks, Lunch & PM Snacks Event Date: June 10, 2025 Venue: PCA-IVA's IPM Hall, Isabang, Lucena City	70	pax	84,000.00			
		TOTAL		84,000.00			

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 **one (1) 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 one (1) 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)