



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**PHILIPPINE COCONUT AUTHORITY**  
**REGION III & IV-B**

2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City 1101  
Tel. Nos.: (02) 8927-5227 (02) 8924-4761  
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## **REQUEST FOR QUOTATION**

Date: March 26, 2025

RFQ No.: **2025-03-28**

The Philippine Coconut Authority Region III & IV-B through its Regional Bids and Awards Committee (RBAC), intends to rent a **Training Hall and Lodging for the conduct of Specialized Training Course on Coconut Agro-Technology on March 31 – April 11, 2025 in Aurora** with a total Approved Budget for the Contract amounting to **Five Hundred Forty-Eight Thousand Pesos (Php548,000)** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Please submit your quotations/proposals duly signed by you or your duly authorized representative for the item described herein, subject to the Terms and Conditions and Technical Specifications attached in this Request for Quotation (RFQ). The procurement period covers from **March 26-29, 2025**.

A copy of your **Mayor/Business Permit, PhilGEPS Registration Certificate, Latest Income Tax Return and Omnibus Sworn Statement** are also required along with your quotation/proposal. Quotation with the aforesaid documentary requirements shall be submitted in a sealed envelope either manually or through mailing at the address indicated below **not later than March 29, 2025, 4:00 PM**. Evaluation of offer/s will be on **March 29, 2025, 4:30 PM**.

For any clarification, please feel free to contact Mr. Joshua C. Dela Cruz, at tel. nos. (02) 8927-5227 or email at [4b.regionalbac@gmail.com](mailto:4b.regionalbac@gmail.com)

**(SGD.) JUDY dP. PINGCO**  
Chairman, RBAC

Philippine Coconut Authority  
Regional Office  
2/F Guest House Bldg., PCA Compound,  
Elliptical Road, Diliman, Quezon City  
Email Address: [pcaregion1.4b@gmail.com](mailto:pcaregion1.4b@gmail.com)

## QUOTATION/ PROPOSAL

Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_

Tax Identification No.: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

**Quotation/ Proposal** (please indicate the kind of goods with the total bid amount and any other related offer):

Quantity	Unit	Item Description	Unit Cost (PhP)	Total Cost (PhP)
(45)(13)	(pax)(night)	<b>Accommodation/Lodging (March 30, 2025 – April 11, 2025)</b> *Can accommodate 45 pax *Airconditioned room *With sanitized bath towels, pillow covers and blanket *With hygiene kits and toiletries		
8	day	<b>Training Hall (March 31, 2025, April 1-4, 2025 and 11, 2025)</b> *Can accommodate 45 pax *Fully-airconditioned facility *With complete sound system, projector, tables and chairs		
		Grand Total:		

*Attachments:*

*Mayor/Business Permit, PhilGEPS Registration Certificate, Latest ITR and Omnibus Sworn Statement*

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Office Telephone/Fax No.

\_\_\_\_\_  
Mobile No.

\_\_\_\_\_  
Email Address




## **INSTRUCTIONS**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All Technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow instructions will disqualify your entire quotation.

### **Technical Specifications**

<b>Unit</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Statement of Compliance</b> (please indicate “comply” or “not comply”)
(pax)(night)	<b>Accommodation/Lodging (March 30, 2025 – April 11, 2025)</b> *Can accommodate 45 pax *Airconditioned room *With sanitized bath towels, pillow covers and blanket *With hygiene kits and toiletries	(45)(13)	
day	<b>Training Hall (March 31, 2025, April 1-4, 710 and 11, 2025)</b> *Can accommodate 45 pax *Fully-airconditioned facility *With complete sound system, projector, tables and chairs	8	

\_\_\_\_\_  
Signature over Printed Name



## **General Terms and Conditions**

1. Bidders shall provide correct and accurate information required in the forms.
2. Price quotations must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be dominated in the Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, schedule of requirements and terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
7. The PCA Region III & IV-B RBAC shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
- ~~8. All goods/services should be delivered on March 30 — April 12, 2025, after signing the Purchase Order.~~
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCA Region III & IV-B may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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Signature over Printed Name

