



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
pcaregion1.4b@gmail.com / regionivb@pca.gov.ph

REQUEST FOR QUOTATION

Date: April 23, 2025
RFQ No.: **2025-04-31**

The Philippine Coconut Authority Region III & IV-B through its Regional Bids and Awards Committee (RBAC), intends to lease **Training Hall with Accommodation and Meals for Team Building Activity, GAD Seminar and Tree Planting Activity in Bataan on May 8 – 10, 2025** with a total Approved Budget for the Contract amounting to **Two Hundred Twenty-One Thousand One Hundred Forty Pesos (Php221,140)** in accordance with **Section 53.10** 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 **April 23-29, 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, through mailing or electronic mail at the address indicated below **not later than April 29, 2025, 4:00 PM**. Evaluation of offer/s will be on **April 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

(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

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)

Qty.	Unit	Item Description	Unit Cost (PhP)	Total Cost (PhP)
(2)(44)	(night)(pax)	Accommodation/Lodging (May 8-10, 2025) *Can accommodate 44 pax *Air-conditioned room *With sanitized bath towels, pillow covers and blanket *With hygiene kits and toiletries		
1	day	Training Hall *Can accommodate 44 pax *With complete sound system, projector, tables and chairs		
		MEALS (May 8-10, 2025)		
		May 8, 2025		
44	pax	PM Snacks (@2:00PM)		
44	pax	Dinner (Managed Buffet @ 6:00PM)		
		May 9, 2025		
44	pax	Breakfast – Plated* (@6:30AM)		
44	pax	AM Snacks (@10:00AM)		
44	pax	Lunch (Managed Buffet @ 11:50AM)		
44	pax	PM Snacks (@3:00PM)		
44	pax	Dinner (Managed Buffet @ 6:00PM)		
		May 10, 2025		
44	pax	Breakfast – Plated* (@6:30AM)		
44	pax	AM Snacks (@10:00AM)		
		Grand Total:		

Attachments: Mayor/Business Permit, PhilGEPS Registration Certificate and Omnibus Sworn Statement

Signature over Printed Name



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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

Unit	Item Description	Qty.	Statement of Compliance (please indicate "comply" or "not comply")
(night)(pax)	Accommodation/Lodging (May 8-10, 2025) *Can accommodate 44 pax *Air-conditioned room *With sanitized bath towels, pillow covers and blanket *With hygiene kits and toiletries	(2)(44)	
day	Training Hall *Can accommodate 44 pax *With complete sound system, projector, tables and chairs	1	
	MEALS (May 8-10, 2025)		
	May 8, 2025		
pax	PM Snacks (@2:00PM)	44	
pax	Dinner (Managed Buffet @ 6:00PM)	44	
	May 9, 2025		
pax	Breakfast – Plated* (@6:30AM)	44	
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pax	Dinner (Managed Buffet @ 6:00PM)	44	
	May 10, 2025		
pax	Breakfast – Plated* (@6:30AM)	44	
pax	AM Snacks (@10:00AM)	44	

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 or before **May 8 – 10, 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.

Signature over Printed Name

