



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](mailto:pcaregion1.4b@gmail.com) / [regionivb@pca.gov.ph](mailto:regionivb@pca.gov.ph)

## **REQUEST FOR QUOTATION**

Date: February 18, 2025

RFQ No.: **2025-01-06**

The Philippine Coconut Authority Region III & IV-B through its Regional Bids and Awards Committee (RBAC), intends to procure **1st Quarter Office and Janitorial Supplies for PCA-Mindoro** with a total Approved Budget for the Contract amounting to **Fifty-Four Thousand Nine-Hundred Eighty-One and 40/100 (Php 54,981.40)** in accordance with **Section 52.1 (b)** 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 **February 17-19, 2025**.

A copy of your **Mayor/Business Permit, PhilGEPS Registration Certificate 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 February 19, 2025, 5:00 PM**. Evaluation of offer/s will be on **February 20, 2025 9:30 AM**.

For any clarification, please feel free to contact Mr./Ms. JOVANNI I. GARCIA, ADMINISTRATIVE CLERK at tel. nos. **09778177685** or email at [pcacalormin@gmail.com](mailto:pcacalormin@gmail.com).

**CELSO F. MALIWANAG**  
Chairman, Procuring Committee

Philippine Coconut Authority  
Mindoro – Provincial Office  
Calapan City, Oriental Mindoro  
Email Address: [pcacalormin@gmail.com](mailto:pcacalormin@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)
<b>OFFICE SUPPLIES</b>				
50	ream	Bond Paper A4		
50	Ream	Bond Paper Legal		
50	Pcs	Folder Long		
50	Pcs	Brown Envelop Long		
50	Pcs	Expanding Envelop (Brown)		
10	Pcs	Mag File Horizontal (Double)		
36	Pcs	Pencil, Mongol No.2		
20	Pcs	Highlighter, Stabilo (Neon Orange/ Neon Green)		
5	Pcs	Correction Pen		
20	Pcs	Sticky Notes		
6	Box	Ink, Brother BTD60 Bk		
6	box	Ink, Brother BT5000 Cyan		
6	Box	Ink, Brother BT5000 Yellow		
6	box	Ink, Brother BT5000 Magenta		
6	Box	Ink, EPSON L3250 Bk		
6	box	Ink, EPSON L3250 Cyan		
6	Box	Ink, EPSON L3250 Yellow		
6	box	Ink, EPSON L3250 Magenta		
24	Pc	Pilot, Hi Tech Point V7 Black		
24	Pc	My Gel, Tech Pen 0.5 Black		
50	Pcs	Ballpen, Black (Flex Stick 0.5)		
20	Pc	Pentel Pen, Pilot Broad		
20	Pc	Pentel Pen, Pilot Fine		
20	Pc	White Board Marker		
10	Box	Staple wire No. 35 5M		
5	box	Paper Clip		
5	Box	Binder Clip Big		
5	box	Binder Clip Medium		
6	Pc	Scotch Tape 1"		
6	Pc	Scotch Tape 2"		
5	Pc	Record Book Thick 500 pages		



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3	Pc	Stamp Pad		
3	pc	Stamp Pad Ink		
		Grand Total:		

Attachments:

Mayor/Business Permit

PhilGEPS Registration Certificate

\_\_\_\_\_  
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")
	<b>OFFICE SUPPLIES</b>		
ream	Bond Paper A4	50	
ream	Bond Paper Legal	50	
Pcs	Folder Long	50	
Pcs	Brown Envelop Long	50	
Pcs	Expanding Envelop (Brown)	50	
Pcs	Mag File Horizontal (Double)	10	
Pcs	Pencil, Mongol No.2	36	
Pcs	Highlighter, Stabilo (Neon Orange/ Neon Green)	20	
Pcs	Correction Pen	5	
Pcs	Sticky Notes	20	
Box	Ink, Brother BTD60 Bk	6	
box	Ink, Brother BT5000 Cyan	6	
Box	Ink, Brother BT5000 Yellow	6	
box	Ink, Brother BT5000 Magenta	6	
Box	Ink, EPSON L3250 Bk	6	
box	Ink, EPSON L3250 Cyan	6	
Box	Ink, EPSON L3250 Yellow	6	
box	Ink, EPSON L3250 Magenta	6	
Pc	Pilot, Hi Tech Point V7 Black	24	
Pc	My Gel, Tech Pen 0.5 Black	24	
Pcs	Ballpen, Black (Flex Stick 0.5)	50	
Pc	Pentel Pen, Pilot Broad	20	
Pc	Pentel Pen, Pilot Fine	20	
Pc	White Board Marker	20	
Box	Staple wire No. 35 5M	10	
box	Paper Clip	5	
Box	Binder Clip Big	5	
box	Binder Clip Medium	5	
Pc	Scotch Tape 1"	6	
Pc	Scotch Tape 2"	6	
Pc	Record Book Thick 500 pages	5	
Pc	Stamp Pad	3	
pc	Stamp Pad Ink	3	

## 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 items should be delivered in **fifteen (15)** calendar days after signing of 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

