



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: June 2, 2025  
RFQ No.: **2025-06-39**

The Philippine Coconut Authority Region III & IV-B through its Regional Bids and Awards Committee (RBAC), intends to procure **2nd Quarter Office and Janitorial Supplies for PCA R III & IVB Regional Office** with a total Approved Budget for the Contract amounting to **Sixty-Eight Thousand Seven Hundred Thirty-Five (Php 68,735.00)** 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 **June 2, 2025 – June 5, 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 June 5, 2025, 5:00 PM**. Evaluation of offer/s will be on **June 6, 2025 9:30 AM**.

For any clarification, please feel free to contact Mr. Joshua C. Dela Cruz, CS-Supply Officer at tel. nos. (02) 8927-5227 / (02) 8924-4761 or email at [4b.regionaltac@gmail.com](mailto:4b.regionaltac@gmail.com).

**(SGD.) MARIA LYNN A. MONDEJAR**  
Chairman, Procuring Committee

Philippine Coconut Authority  
Regions III & IVB - Regional Office  
2<sup>nd</sup> Floor, 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):

Qty.	Unit	Item Description	Approved Budget Contract	Unit Cost (PhP)	Total Cost (PhP)
		<b>OFFICE SUPPLIES</b>	<b>(ABC)</b>		
1	piece	C9344 Chip Resetter for Epson Printer L5590	<b>Php49,140.00</b>		
6	piece	C9344 Maintenance Box for Epson Printer L5590			
12	bot	Epson ink 003 Blk			
6	bot	Epson ink 003 C			
6	bot	Epson ink 003 Y			
6	bot	Epson ink 003 M			
5	piece	Ink, Bottle EPSON 774 (black)			
2	bot	Stamp Pad, Ink, Red			
2	bot	Stamp Pad, Ink, Black			
3	pack	Looseleaf folder Green (50's) (Size: Legal)			
35	ream	Paper, Multi-Purpose, 80gsm., Size A4			
5	piece	Wired Computer Mouse			
20	roll	Nylon Cord, Paper Bag Cord, String Bag Handle (36 yards, Black, XL			
10	box	Fastener Plastic 50's, 8-1/2 Long, 70mm			
10	box	Fastener Metal 50's, 7cm			
10	box	Binder Clip, 3/4"			
10	box	Binder Clip, 1-1/2"			
10	box	Binder Clip, 1-1/4"			
2	box	Binder Clip, 2"			
5	roll	Packaging Tape 48mm (Brown)			
5	roll	Transparent Tape, 24mm			
10	roll	Masking Tape, 24mm			
30	piece	Certificate Holder, A4 Size			
10	pack	Vellum Board, 10's, <b>200gsm</b> Legal size			
1	pack	White Folder, Legal, 100's			
22	pack	Sticky Notes, Yellow, 2x3 inch			
5	pack	Page Markers, 5 Colors			
5	piece	Staple wire remover - Plier type			
5	piece	Scissors 8" inch Premium High Quality Shear			
1	piece	Stainless Ruler 12"			
5	box	Gel Type Pen, Black (0.5) 12's			
15	piece	Gel Type Pen, Blue (0.5)			



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2	piece	Gel Type Pen, Red (0.5)			
12	piece	Sign Pen, 0.5mm, Energel			
1	box	Pencil 12's (Monggol)			
10	piece	Marker, Black, White Board			
10	pieces	Marker, Black, Permanent			
10	pieces	Marker, Blue, Permanent			
1	box	Pilot Rollerball Pen BXGPN V10, Black with Grip 12's			
50	piece	Retractable Pen, Black			
				<b>Sub-Total</b>	
		<b>JANITORIAL SUPPLIES</b>	<b>(ABC)</b>		
5	box	20 x 20 Microfiber cloth towels, 20's	<b>Php19,595.00</b>		
8	piece	Mop head			
35	roll	Garbage Bag XXL (10pc/roll) Black			
10	piece	Scotch Brite, Scrub Sponge			
15	roll	Tissue Rolls with core 2ply (12s)			
40	pack	Tissue-Paper Towel, Interfolded			
5	bot	Green-cross-antibacterial-hand-soap-floral-care-with-pump (500 ML)			
50	sachet	Fabric Conditioner (Mystique)			
10	bot	Dishwashing Liquid, (1 Liter)			
3	liter	Bleach (1 Liter)			
15	piece	Albatross Bathroom Deodorizer Block Strawberry Scent 50g			
15	piece	Albatross Bathroom Deodorizer Apple Scent 50g			
30	bot	Air-Refreshener Lavender) 320 ML			
				<b>Sub-Total</b>	
		Grand Total:			

*Attachments: Business Permit, PhilGEPS Registration Certificate 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>Qty.</b>	<b>Statement of Compliance</b> (please indicate "comply" or "not comply")
	<b>OFFICE SUPPLIES</b>		
piece	C9344 Chip Resetter for Epson Printer L5590		
piece	C9344 Maintenance Box for Epson Printer L5590		
bot	Epson ink 003 Blk		
bot	Epson ink 003 C		
bot	Epson ink 003 Y		
bot	Epson ink 003 M		
piece	Ink, Bottle EPSON 774 (black)		
bot	Stamp Pad, Ink, Red		
bot	Stamp Pad, Ink, Black		
pack	Looseleaf folder Green (50's) (Size: Legal)		
ream	Paper, Multi-Purpose, 80gsm., Size A4		
piece	Wired Computer Mouse		
roll	Nylon Cord, Paper Bag Cord, String Bag Handle (36 yards, Black, XL		
box	Fastener Plastic 50's, 8-1/2 Long, 70mm		
box	Fastener Metal 50's, 7cm		
box	Binder Clip, 3/4"		
box	Binder Clip, 1-1/2"		
box	Binder Clip, 1-1/4"		
box	Binder Clip, 2"		
roll	Packaging Tape 48mm (Brown)		
roll	Transparent Tape, 24mm		
roll	Masking Tape, 24mm		
piece	Certificate Holder, A4 Size		
pack	Vellum Board, 10's, <b>200gsm</b> Legal size		
pack	White Folder, Legal, 100's		
pack	Sticky Notes, Yellow, 2x3 inch		
pack	Page Markers, 5 Colors		

piece	Staple wire remover - Plier type		
piece	Scissors 8" inch Premium High Quality Shear		
piece	Stainless Ruler 12"		
box	Gel Type Pen, Black (0.5) 12's		
piece	Gel Type Pen, Blue (0.5)		
piece	Gel Type Pen, Red (0.5)		
piece	Sign Pen, 0.5mm, Energel		
box	Pencil 12's (Monggol)		
piece	Marker, Black, White Board		
pieces	Marker, Black, Permanent		
pieces	Marker, Blue, Permanent		
box	Pilot Rollerball Pen BXGPN V10, Black with Grip 12's		
piece	Retractable Pen, Black		
	<b>JANITORIAL SUPPLIES</b>		
box	20 x 20 Microfiber cloth towels, 20's		
piece	Mop head		
roll	Garbage Bag XXL (10pc/roll) Black		
piece	Scotch Brite, Scrub Sponge		
roll	Tissue Rolls with core 2ply (12s)		
pack	Tissue-Paper Towel, Interfolded		
bot	Green-cross-antibacterial-hand-soap-floral-care-with-pump (500 ML)		
sachet	Fabric Conditioner (Mystique)		
bot	Dishwashing Liquid, (1 Liter)		
liter	Bleach (1 Liter)		
piece	Albatross Bathroom Deodorizer Block Strawberry Scent 50g		
piece	Albatross Bathroom Deodorizer Apple Scent 50g		
bot	Air-Refreshener Lavender) 320 ML		

\_\_\_\_\_  
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 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

