



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: March 11, 2025

RFQ No.: **2025-03-16**

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 Regional Office** with a total Approved Budget for the Contract amounting to **Sixty-Seven Thousand Three Hundred Ninety-Six and 27/100 (Php 67,396.27)** 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 **March 13-17, 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 March 17, 2025, 5:00 PM**. Evaluation of offer/s will be on **March 18, 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.regionalbac@gmail.com](mailto:4b.regionalbac@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):

Quantity	Unit	Item Description	Unit Cost (PhP)	Total Cost (PhP)
<b>OFFICE SUPPLIES</b>				
100	ream	A4 multi-Purpose Paper, <b>80gsm</b>		
4	pack	A4, White Folder, 50's		
1	pack	Legal, White Folder, 50's		
100	piece	Expandable Folder, Green, Legal		
100	piece	Expandable Folder, Blue, Legal		
30	pack	Vellum Board, 10's, <b>200gsm</b> A4 size		
20	pack	Vellum Board, 10's, <b>200gsm</b> Legal size		
2	pack	Energizer Battery E91/BP2 AA 2 pcs per pack		
2	piece	Expanding File with Handle, Long		
37	pack	Sticky Notes, Yellow, 2x3 inch		
4	pack	Kodak Photo Paper, Glossy, 20 sheets, 230 microns		
50	pack	Clear Book Filler, 10s, 27holes, Legal size		
10	piece	Clear Book, Refillable, 20's, Legal size		
6	piece	Staple wire remover - Plier type		
5	piece	Cutter Knife 18mm, Heavy Duty		
7	piece	Scissors 8" inch Premium High Quality Shear		
8	piece	Ink, Bottle EPSON 774 (black)		
20	piece	Marker, Black, Permanent		
10	piece	Marker, Black, White Board		
24	piece	Highlighter Marker (Green & Yellow)		
24	piece	Pilot Rollerball Pen BXGPN V10, Black with Grip		
110	piece	Retractable Pen, Black		
32	piece	Gel Type Pen, Black (0.5)		
3	piece	Gel Type Pen, Blue (0.5)		
25	piece	Correction Tape		
20	bot	Glue, Elmer's Glue White		
22	roll	Tape, Big Roll Clear 24mm x 40mm		
12	box	Binder Clip, 2inch, (12 pcs/ box)		
3	box	Rubber Band, Flat, 350grams (Tiser)		
1	piece	Flash Drive, 64 GB		



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			Sub-Total	
		<b>JANITORIAL SUPPLIES</b>		
3	kilo	Round Rags - White (Basahan)		
5	piece	Mop head		
25	roll	Garbage Bag XXL (10pc/roll) Black		
5	piece	Non-Slip Soft Absorbent Exit Rugs Bathroom Carpets 40 x 60cm		
15	piece	Scotch Brite, Scrub Sponge		
15	roll	Tissue Rolls with core 2ply (12s)		
20	pack	Paper Towel, Interfolded		
5	bot	Green-cross-antibacterial-hand-soap-floral-care-with- pump (500 ML)		
50	sachet	Fabric Conditioner (Sunrise Fresh)		
15	bot	Dishwashing Liquid, (1 Liter)		
5	bot	Ethyl Alcohol with Pump, (1 Liter)		
3	Gal	Alcohol, Ethyll, 1 Gal		
20	bot	Air-Refreshener (Wild Lavender) 320 ML		
			<b>Sub-Total</b>	
		Grand Total:		

*Attachments:*

*Mayor/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>Quantity</b>	<b>Statement of Compliance</b> (please indicate "comply" or "not comply")
<b>OFFICE SUPPLIES</b>			
ream	A4 multi-Purpose Paper, <b>80gsm</b>	100	
pack	A4, White Folder, 50's	4	
pack	Legal, White Folder, 50's	1	
piece	Expandable Folder, Green, Legal	100	
piece	Expandable Folder, Blue, Legal	100	
pack	Vellum Board, 10's, <b>200gsm</b> A4 size	30	
pack	Vellum Board, 10's, <b>200gsm</b> Legal size	20	
pack	Energizer Battery E91/BP2 AA 2 pcs per pack	2	
piece	Expanding File with Handle, Long	2	
pack	Sticky Notes, Yellow, 2x3 inch	37	
pack	Kodak Photo Paper, Glossy, 20 sheets, 230 microns	4	
pack	Clear Book Filler, 10s, 27holes, Legal size	50	
piece	Clear Book, Refillable, 20's, Legal size	10	
piece	Staple wire remover - Plier type	6	
piece	Cutter Knife 18mm, Heavy Duty	5	
piece	Scissors 8" inch Premium High Quality Shear	7	
piece	Ink, Bottle EPSON 774 (black)	8	
piece	Marker, Black, Permanent	20	
piece	Marker, Black, White Board	10	
piece	Highlighter Marker (Green & Yellow)	24	
piece	Pilot Rollerball Pen BXGPN V10, Black with Grip	24	
piece	Retractable Pen, Black	110	
piece	Gel Type Pen, Black (0.5)	32	
piece	Gel Type Pen, Blue (0.5)	3	
piece	Correction Tape	25	
bot	Glue, Elmer'S Glue White	20	
roll	Tape, Big Roll Clear 24mm x 40mm	22	
box	Binder Clip, 2inch, (12 pcs/ box)	12	
box	Rubber Band, Flat, 350grams (Tiser)	3	
piece	Flash Drive, 64 GB	1	
<b>JANITORIAL SUPPLIES</b>			
kilo	Round Rags - White (Basahan)	3	

piece	Mop head	5	
roll	Garbage Bag XXL (10pc/roll) Black	25	
piece	Non-Slip Soft Absorbent Exit Rugs Bathroom Carpets 40 x 60cm	5	
piece	Scotch Brite, Scrub Sponge	15	
roll	Tissue Rolls with core 2ply (12s)	15	
pack	Paper Towel, Interfolded	20	
bot	Green-cross-antibacterial-hand-soap-floral-care-with-pump (500 ML)	5	
sachet	Fabric Conditioner (Sunrise Fresh)	50	
bot	Dishwashing Liquid, (1 Liter)	15	
bot	Ethyl Alcohol with Pump, (1 Liter)	5	
Gal	Alcohol, Ethyll, 1 Gal	3	
bot	Air-Refreshener (Wild Lavender) 320 ML	20	

\_\_\_\_\_  
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

