

PURCHASE REQUEST

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Entity Name: PHILIPPINE COCONUT AUTHORITY REGION XIII

Fund Cluster:

Office/Section : RO - TECHNICAL UNIT		Purchase Request No.: <u>2024.04.0101</u> Responsibility Center Code: <u>13-101</u>		Date: <u>April 20, 2024</u>	
STOCK / PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
		2024 TRAINING ON COCONUT ITS PRODUCTS AND ITS BY-PRODUCTS AND OTHER RELATED ACTIVITIES			-
		PROVINCES OF:			-
	LOT	AGUSAN DEL NORTE (8 TRAININGS)	240	580.00	139,200.00
	LOT	AGUSAN DEL SUR (17 TRAININGS)	513	580.00	297,540.00
	LOT	SURIGAO DEL NORTE (12 TRAININGS)	377	580.00	218,660.00
	LOT	PDI (7 TRAININGS)	210	580.00	121,800.00
	LOT	SURIGAO DEL SUR (12 TRAININGS)	360	580.00	208,800.00
		Foods will be served during:			-
		AM Snacks			-
		Lunch			-
		PM snack			-
		i. Snacks			-
		> Choice of native delicacies, sandwiches or slice of cake with 1 round of softdrink or sikwate or canned juice and bottled water			-
		ii. Main course lunch consist of:			-
		At least 3 Viands of meat (no pork), fish and vegetable			-
		> Side dish consist of			-
		Choice of soup or salad or noodles or fresh fruit			-
		1 cup of rice			-
		> Drinks composed of the following:			-
		1 round of softdrink or canned juice and bottled water			-
		TOTAL			986,000.00
Purpose: 2024 TRAINING ON COCONUT ITS PRODUCTS AND ITS BY-PRODUCTS AND OTHER RELATED ACTIVITIES					
Requested by:			Approved by:		
Signature : Printed Name : <u>JELL CARMELO C. TAMPARONG</u> Designation : <u>Head, Requesting Office/Unit</u>			Signature : Printed Name : <u>JOEL B. OCLARIT</u> Designation : <u>Regional Manager III</u>		



Republic of the Philippines
PHILIPPINE COCONUT AUTHORITY REGION XIII
Regional Office, 2F South Boulevard Square., South Montilla Blvd., Butuan City

REQUEST FOR QUOTATION

Date: April 30, 2024

Quotation No.: 2024 04 0056

Registered Name of Supplier as Specified in Official Booklet

Business Address of Supplier

Tax Identification Number (TIN) (Indicate whether 1207 or Non-TIN)

PhilGEPS Registration Number (if required)

Philippine Coconut Authority Region XIII through its Bids and Awards Committee (BAC), intends to procure the **2024 Training On Coconut ITS Products & ITS By-Products and Other Related Activities** in accordance with **Sec. 53.9 (Negotiated Procurement - Small Value Procurement) of the Revised IRR of R.A. No. 9184.**

Please quote your **best offer** for the item/s described below, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than May 06, 2024 at 5:00 PM**. A copy of your **latest Mayor's/Business Permit** and **PhilGEPS Registration** may be required to be submitted along with your quotation/proposal.

Open quotations may be submitted manually at the address indicated above or through facsimile at (085)341-4372 or email at regionxiii@pca.gov.ph.

ERNALYN E. COLON

Canvasser

MANOLITO L. CASAPAO

BAC Chairperson

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS

- Please quote your **best offer** for the item/s below. Please do not leave any items blank. Indicate "0" if item being offered is for free.
- Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Unit	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price
	2024 Training On Coconut ITS Products & ITS By-Products and Other Related Activities			
Lot 1	Agusan del Norte (8 Trainings)	240 pax		
Lot 2	Agusan del Sur (17 Trainings)	513 pax		
Lot 3	Surigao del Norte (12 Trainings)	377 pax		
Lot 4	Province of Dinagat Island (7 Trainings)	210 pax		
Lot 5	Surigao del Sur (12 Trainings)	360 pax		
	Foods will be served during: AM Snacks Lunch PM Snacks			
	Snacks * Choice of native delicacies, sandwich or slice of cake with 1 round of softdrink or sikwate or canned juice and bottled water			
	Main course consist of: * At least 3 viands of meat (NO PORK) fish & vegetable * Rice			
	Side dish consist of: * Choice of soup or salad or noodles or fresh fruit			
	Drinks composed of the ff: * At least 1 round of canned juice or softdrink with bottled water			

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

Item	Description	Total Quantity	Delivery
1	2024 Training on Coconut ITS Product & ITS By-Product and Other Related Activities	lot	As specified in the prescription of this PO

FINANCIAL OFFER

Item	Quantity	Approved Budget for the Contract	Your Total Offered Quotation
1	Lot 1 AgDN 240 pax	₱139,200.00	
	Lot 2 ADS 513 pax	₱297,540.00	
	Lot 3 SDN 377 pax	₱218,660.00	
	Lot 4 PDI 210 pax	₱121,800.00	
	Lot 5 SDS 360 pax	₱208,800.00	

TERMS AND CONDITIONS

1. ALL ENTRIES MUST BE HAND WRITTEN/TYPEWRITTEN;
2. SUPPLIERS SHALL PROVIDE CORRECT AND ACCURATE INFORMATION REQUIRED IN THIS FORM;
3. ANY INTERLINEATIONS, ERASURES OR OVERWRITING SHALL BE VALID ONLY IF THEY ARE SIGNED OR INITIALED BY THE SUPPLIER OR THE SUPPLIER'S AUTHORIZED REPRESENTATIVE;
4. PRICE QUOTATION(S) SHALL BE DENOMINATED IN PHILIPPINE PESO AND SHALL BE INCLUSIVE OF TAXES;
5. QUOTATIONS EXCEEDING THE ABC SHALL BE REJECTED INSTANTANEOUSLY;
6. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS FROM DATE OF SUBMISSION;
7. SUPPLIER SHALL SUBMIT THE FOLLOWING DOCUMENTS PRIOR TO AWARD OR UPON REQUEST:
 - a. BUSINESS PERMIT/BIR REGISTRATION
 - b. LATEST INCOME/BUSINESS TAX RETURN
 - c. PHILGEPS REGISTRATION CERTIFICATE
 - d. NOTARIZED OMNIBUS SWORN STATEMENT
8. PURCHASE ORDER/CONTRACT SHALL BE AWARDED TO THE LOWEST QUOTATION (FOR GOODS AND INFRASTRUCTURE) OR, THE HIGHEST RATED OFFER (FOR CONSULTING SERVICES) WHICH COMPLIES WITH THE MINIMUM TECHNICAL SPECIFICATIONS AND OTHER TERMS AND CONDITIONS STATED HEREIN;
9. IN CASE OF TWO OR MORE BIDDERS ARE DETERMINED TO HAVE SUBMITTED THE LOWEST CALCULATED QUOTATION/LOWEST CALCULATED AND RESPONSIVE QUOTATION, PCA SHALL ADOPT AND EMPLOY "DRAW LOTS" AS THE TIE-BREAKING METHOD TO FINALLY DETERMINE THE SINGLE WINNING PROVIDER IN ACCORDANCE WITH GPPB CIRCULAR 06-2005;
10. PCA SHALL HAVE THE RIGHT TO INSPECT AND/OR TEST THE GOODS TO CONFIRM THEIR CONFORMITY TO THE TECHNICAL SPECIFICATIONS;
11. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR SUPPLIES AND MATERIALS, AND ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THIS OFFICE;
12. **PAYMENT SHALL BE MADE THROUGH MDS CHECK AFTER DELIVERY AND UPON SUBMISSION OF THE REQUIRED SUPPORTING DOCUMENTS (SALES INVOICE OR BILLING STATEMENT) BY THE SUPPLIER. TERMS OF PAYMENT IS WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF ACCEPTANCE; AND**
13. LIQUIDATED DAMAGES EQUIVALENT TO ONE TENTH OF ONE PERCENT OF THE VALUE OF THE GOODS NOT DELIVERED WITHIN THE PRESCRIBED DELIVERY PERIOD SHALL BE IMPOSED PER DAY OF DELAY.

Signature over Printed Name of Supplier or
Supplier's Representative

Telephone/Mobile No.

Date