

## PURCHASE REQUEST

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Entity Name: **PHILIPPINE COCONUT AUTHORITY REGION XIII**

Fund Cluster: \_\_\_\_\_

Office/Section : RO - TECHNICAL UNIT		Purchase Request No. <b>2024.05.0110</b> Responsibility Center Code: <b>13-101</b>		Date: <b>MAY 14, 2024</b>	
STOCK / PROPERTY NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
	lot	Lease of Venue, Accommodation & Meals for PCA -XIII Mid-year Assessment & Team Building on June 10-11, 2024 at Carmen, Agusan del Norte	1		-
		June 10, 2024			-
		AM Snacks good for 92 pax	92	200.00	18,400.00
		Lunch good for 92 pax	92	400.00	36,800.00
		PM Snack good for 92 pax	92	200.00	18,400.00
		Dinner good for 92 pax	92	400.00	36,800.00
		Room Accommodation good for 92 pax	92	1,500.00	138,000.00
		June 11, 2024			-
		Complimentary Breakfast			-
		AM Snacks good for 92 pax	92	200.00	18,400.00
		Lunch good for 92 pax	92	400.00	36,800.00
		PM Snack good for 92 pax	92	200.00	18,400.00
		Dinner good for 92 pax	92	400.00	36,800.00
		Room Accommodation good for 92 pax	92	1,500.00	138,000.00
		Snacks:			-
		* Choice of Native Delicacies, sandwich or Slice of cake			-
		w/ round of softdrinks/sikwate or canned juice & bottled water			-
		Lunch & Dinner:			-
		Main Course Consist of :			-
		* At least 2 viand of meat (no pork) & vegetables			-
		* At least 1 other Halal visnd or 1 variantbof fish			-
		Side dish consist of: Choice of soup, salad vegetable or noodles			-
		> unlimited rice			-
		> Dessert			-
		Drinks compost of the following:			-
		* At least 1 round of juice or softdrink for every meal			-
		* With flowing coffee			-
		Amenities:			-
		*Parking Area			-
		* Out door work space			-
		* Free-swimming pool			-
		* Free floating cottage			-
		* Free- wifi			-
		TOTAL			496,800.00

Purpose: 2024 Mid-year Assissment and Team Building of PCA Caraga Employees


Requested by:

Signature : 

Printed Name : **JELL CARPHE C. TAMPARONG**

Designation : Head, Requesting Office/Unit

Approved by:



**JOEL B. OCLARIT**

Regional Manager III



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

**REQUEST FOR QUOTATION**

Date: May 14, 2024

Quotation No.: 2024 05 0063

\_\_\_\_\_  
Registered Name of Supplier as written in Official Receipt  
\_\_\_\_\_  
Business Address of Supplier  
\_\_\_\_\_  
Tax Identification Number (TIN); indicate whether VAT or Non-VAT  
\_\_\_\_\_  
PhilGEPS Registration Number (required)

**Philippine Coconut Authority Region XIII through its Bids and Awards Committee (BAC), intends to procure the Lease of Venue, Accommodation & Meals for PCA RXIII Mid-Year Assessment & Team Building in accordance with Sec. 53.10 (Negotiated Procurement - Lease of Real Property and Venue) 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 20, 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](mailto: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**

1. 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.
2. 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
1	<b>Lease of Venue, Accommodation &amp; Meals for PCA R-XIII Mid-Year Assessment &amp; Team Building on June 10-11, 2024 at Carmen, AgDN</b>	lot		
	<b>On June 10, 2024</b>			
pax	* AM snacks good for 92 pax	92		
pax	* Lunch good for 92 pax	92		
pax	* PM snacks good for 92 pax	92		
pax	* Dinner good for 92 pax	92		
pax	* Room Accommodation for 92 pax	92		
	<b>On June 11, 2024</b>			
	* Complimentary breakfast			
pax	* AM snacks good for 92 pax	92		
pax	* Lunch good for 92 pax	92		
pax	* PM snacks good for 92 pax	92		
pax	* Dinner good for 92 pax	92		
pax	* Room Accommodation for 92 pax	92		
	<b>Snacks</b>			
	* Choice of native delicacies, sandwich or slice of cake with 1 round of softdrink or sikwate or canned juice and bottled water			
	<b>Breakfast</b>			
	* Egg & a choice of meat or fish & vegetable with 1 cup of rice & 1 round of coffee or juice with water			

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price
	<p><b>Lunch &amp; Dinner</b>  Main course consist of:  * At least 2 viands of meat (NO PORK) &amp; vegetable  * At least 1 other Halal viand or 1 variant of fish  <b>Side dish consist of:</b>  * Unlimited Rice  * Choice of soup,salad vegetable or noodles  * dessert  <b>Drinks composed of the ff:</b>  * At least 1 round of juice or softdrink with for every meal  * With flowing coffee</p> <p><b>Amenities:</b>  * parking area  * outdoor work space  * free swimming pool  * free floating cottage  * free WiFi</p>			



**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	Lease of Venue, Accommodation & Meals for PCA R-XIII Mid-Year Assessment & Team Building on June 10-11, 2024 at Carmen, AgDN	1 lot	As specified in the description of this PO

**FINANCIAL OFFER**

Item	Quantity	Approved Budget for the Contract	Your Total Offered Quotation
1	1 lot	₱496,800.00	

**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