



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION IV (CALABARZON & MIMAROPA)
Brgy. Isabang, Lucena City
Telephone Number: (042) 795-5472
http://www.pca.da.gov.ph / Email address: regioniv@pca.gov.ph

**REQUEST FOR QUOTATION / PROPOSAL (RFQ/RFP)
FOR JOB ORDER (LABOR AND MATERIALS) FOR THE
REPAIR OF FIFTEEN (15) UNITS CHAINSAW**

Name of Company

Complete Company Address

Date: March 04, 2022
RFQ/RFP No. : _____
PR No.: 22-02-0009
PHILGEPS Ref. No.: _____

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **March 10, 2022 at 09:00 AM** to the address listed above.

Very truly yours,

WARREN M. DE GUZMAN
Chairperson, Special RBAC

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the (Agency Name).

MARILYN M. RAMOS
Regional Canvasser

PLEASE QUOTE: **PER ITEM**

SUPPLIER/CONTRACTOR/CONSULTANT'S
PROPOSAL BOX

No.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)
					Unit Price	Total Price	
1	Job Order (Labor and Materials) for the Repair of Chainsaw Units	15	unit	135,000.00			

	Pls. refer to attached purchase request #22-02-0009 for detailed items						
	TOTAL			135,000.00			

GENERAL CONDITIONS

Bidder must comply with the following requirements:

- All entries must be typewritten and legible;
- Accomplished Request for Quotation/Proposal;
- Certificate of PHILGEPS Registration;
- Updated Mayor's/Business Permit;
- Latest Income and Business Tax Return (for ABC above 500k);
- Omnibus Sworn Statement (for ABC above 50k). Please see attached format.
- Bidder may submit quotation/proposal either manual or electronic submission. If manual submission, the accomplished RFQ/RFP including other documentary requirements shall be submitted in a sealed envelope with proper label, as follows:

Company Name
Company Address
Name & Signature of Owner/Authorized Representative
RFQ No.
Project Name: Supply and Delivery of _____

In the case of electronic submission at rbac_pcaiv@yahoo.com, the subject of the email shall contain the name of the project and the required eligibility documents shall be properly attached.

- Delivery period must be at least within thirty (30) calendar days upon receipt of the Purchase Order.
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three(3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract(ABC);
- Transaction with PCA shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANTS
CERTIFICATION**

Date: _____

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made within thirty (30) calendar days from receipt of Purchase Order.

Print Name & Signature of Owner/
Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

"A food-secure Philippines with prosperous farmers and fisherfolk"

