



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION I, II, III and CAR

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 / regioniv@pca.gov.ph

REQUEST FOR QUOTATION

Date: April 15, 2024
RFQ No.: **2024-04-23**

The Philippine Coconut Authority Regions I-III & CAR through its Regional Bids and Awards Committee (RBAC), intends to procure **Commercial Rice 25Kg/sack** with a total Approved Budget for the Contract amounting to **Ninety-Six Thousand Pesos (Php 96,000.00)** in accordance with **Section 53.9** 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 **April 16-25, 2024**.

A copy of your **Mayor/Business Permit and 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 April 25, 2024, 5:00 PM**. Evaluation of offer/s will be on **April 26, 2024 9:00 AM**.

For any clarification, please feel free to contact Mr. Joshua C. Dela Cruz, RBAC Secretariat at tel. nos. 8924-4761 or email at 4b.regionalbac@gmail.com.

(SGD.) MARIA LYNN A. MONDEJAR
Chairperson, Regional Procuring Committee

Philippine Coconut Authority
Regions I, II, III & CAR
2/F Guest House Bldg., PCA Compound,
Elliptical Road, Diliman, Quezon City
Email Address: 4b.regionalbac@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	Lot #	Drop-off Points (DOPs)	Item Description	Unit Cost (PhP)	Total Cost (PhP)
23	sack	1	Philippine Coconut Authority – Regional Office 2/F Guest House Bldg. Elliptical Rd., Diliman, Quezon City	Commercial Rice (25Kg/sack) <ul style="list-style-type: none">Buong-buo ang butilMabangoMaputi kapag sinaingMalambot		
8	sack	2	PCA Pangasinan – Provincial Office Brgy. Tebag East, Sta Barbara, Pangasinan			
6	sack	3	PCA Cagayan – Satellite office Brgy. Caggay, Tuguegarao, Cagayan			
6	sack	4	PCA Baler, Aurora – Provincial office Brgy. Reserva, Baler, Aurora			
21	sack	5	Aurora Province Coconut Development Center Brgy. Dibaraybay, Dinalungan, Aurora			
				GRAND TOTAL		

Attachments:

Mayor/Business Permit
PhilGEPS Registration Certificate
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

Unit	Qty.	<u>Lot #</u>	<u>Drop-off Points (DOPs)</u>	Item Description	Statement of Compliance (please indicate "comply" or "not comply")
sack	23	1	Philippine Coconut Authority – Regional Office <i>2/F Guest House Bldg. Elliptical Rd., Diliman, Quezon City</i>	Commercial Rice (25Kg/sack) <ul style="list-style-type: none"> • Buong-buo ang butil • Mabango • Maputi kapag sinaing • Malambot 	
sack	8	2	PCA Pangasinan – Provincial Office <i>Brgy. Tebag East, Sta Barbara, Pangasinan</i>		
sack	6	3	PCA Cagayan – Satellite office <i>Brgy. Caggay, Tuguegarao, Cagayan</i>		
sack	6	4	PCA Baler, Aurora – Provincial office <i>Brgy. Reserva, Baler, Aurora</i>		
sack	21	5	Aurora Province Coconut Development Center <i>Brgy. Dibaraybay, Dinalungan, Aurora</i>		

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 Regions I-III 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 thirty (20) 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 Regions I-III & CAR 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.

Signature over Printed Name

