



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](mailto:pcaregion1.4b@gmail.com) / [regioniv@pca.gov.ph](mailto:regioniv@pca.gov.ph)

## **REQUEST FOR QUOTATION**

Date: March 5, 2024  
RFQ No.: 2024-03-06

The Philippine Coconut Authority Regions I-III & CAR through its Regional Bids and Awards Committee (RBAC), intends to procure **1<sup>ST</sup> Quarter Office and Janitorial Supplies** with a total Approved Budget for the Contract amounting to **Fifty-five thousand pesos (PhP 55,000.00)**, 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 6-11, 2024**.

A copy of your **Mayor/Business Permit and PhilGEPS Registration Certificate** 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 11, 2023, 10:00 AM**. Evaluations of offer/s will be on **March 11, 2024 11:00AM**

For any clarification, please feel free to contact Mr. Joshua C. Dela Cruz at tel. nos. 8924-4761 / 8927-5227 or email at [4b.regionalbac@gmail.com](mailto:4b.regionalbac@gmail.com).

**(SGD.) MARIA LYNN A. MONDEJAR**  
Chairman, 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: [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	Total Cost
		<b>OFFICE SUPPLIES</b>		
10	box			
20	box	BINDER CLIP (1 1/4, 12 pcs per box)		
40	box	BINDER CLIP (3/4, 12 pcs per box)		
5	pc	Clear Book, <b>Size: Long</b>		
30	pc	Certificate Frame Holder, <b>Size: A4</b>		
2	pack	Folder, Ordinary, <b>Long(50s)</b>		
200	pc	Folder, Expandable, <b>Long, Green</b>		
4	pc	Office Document Storage Box with Lid ( <b>Black</b> )		
100	pc	Brown Envelop, <b>Size: Long</b>		
10	pack	Fastener Metal, 7CM (50s)		
3	pc	Stapler, Heavy duty ( <b>No.35</b> )		
5	box	Staple Wire ( <b>No.35</b> )		
3	pc	Staple Remover, <b>Plier Type</b>		
20	pad	Note Pad, stick on, <b>2x3"</b>		
20	pack	Sticky Note (Sign Here Flag)		
45	ream	PAPER, MULTI PURPOSE, <b>80gsm., Size(A4)</b>		
15	ream	PAPER, MULTI PURPOSE, <b>80gsm., Size(Long)</b>		
2	bottle	Battery, Size AA (4 pcs./pack) Eveready		
5	bottle	Ink, Bottle EPSON 774 ( <b>black</b> )		
5	bottle	Ink, Bottle EPSON 003 ( <b>bk</b> )		
3	bottle	Ink, Bottle EPSON 003 ( <b>c</b> )		
3	bottle	Ink, Bottle EPSON 003 ( <b>y</b> )		
3	bottle	Ink, Bottle EPSON 003 ( <b>m</b> )		
3	box	Rubber Band ( <b>Flat Type</b> , 350grams)		
4	pc	Transparent Tape, width: <b>24mm</b>		
6	pc	Record Book ( <b>at least 250 pages</b> )		
6	pc	Ball Pen, ( <b>Black</b> )		
6	pc	Ball Pen, ( <b>Blue</b> )		
4	pc	Ballpen, 0.5mm (Black) <b>Gel type</b>		
4	pc	Ballpen, 0.5mm (Blue) <b>Gel type</b>		
1	pc	Ballpen, 0.5mm (Red) <b>Gel type</b>		
3	pc	Double Sided Tape, Foam Type, 24mm, 3M		
			<b>Sub-Total</b>	

		<b>JANITORIAL SUPPLIES</b>		
15	can	Air refresher, aerosol type		
5	gallon	Alcohol, Ethyll		
6	bottle	Toilet Bowl Cleaner ( <b>1 liter</b> )		
3	bottle	Bleach ( <b>1 liter</b> )		
10	pack	Tissue Rolls 2ply ( <b>12s</b> )		
12	pc	Door Mat		
2	pc	Mop Screw Type with Aluminum Handle ( <b>Including Mop Head</b> )		
2	pc	Mop Head		
3	kilo	Round Rags (White)		
2	pc	Dust Pan, Heavy duty		
10	pc	Dishwashing Sponge		
10	pc	Scouring Pad		
30	pc	Detergent Powder		
3	pack	Garbage Bag XL ( <b>100s</b> )		
10	bottle	Dishwashing Liquid ( <b>500ml</b> )		
			<b>Sub-Total</b>	
<b>GRAND TOTAL:</b>				

*Attachments:*

*Mayor/Business Permit*

*PhilGEPS Registration Certificate*

\_\_\_\_\_  
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	Item Description	Quantity	Statement of Compliance (please indicate "comply" or "not comply")
<b>OFFICE SUPPLIES</b>			
box	BINDER CLIP (1 5/8, 12 pcs per box)	10	
box	BINDER CLIP (1 1/4, 12 pcs per box)	20	
box	BINDER CLIP (3/4, 12 pcs per box)	40	
pc	Clear Book, <b>Size: Long</b>	5	
pc	Certificate Frame Holder, <b>Size: A4</b>	30	
pack	Folder, Ordinary, <b>Long(50s)</b>	2	
pc	Folder, Expandable, <b>Long, Green</b>	200	
pc	Office Document Storage Box with Lid ( <b>Black</b> )	4	
pc	Brown Envelop, <b>Size: Long</b>	100	
pack	Fastener Metal, 7CM (50s)	10	
pc	Stapler, Heavy duty ( <b>No.35</b> )	3	
box	Staple Wire ( <b>No.35</b> )	5	
pc	Staple Remover, <b>Plier Type</b>	3	
pad	Note Pad, stick on, <b>2x3"</b>	20	
pack	Sticky Note (Sign Here Flag)	20	
ream	PAPER, MULTI PURPOSE, <b>80gsm., Size(A4)</b>	45	
ream	PAPER, MULTI PURPOSE, <b>80gsm., Size(Long)</b>	15	
bottle	Battery, Size AA (4 pcs./pack) Eveready	2	
bottle	Ink, Bottle EPSON 774 ( <b>black</b> )	5	
bottle	Ink, Bottle EPSON 003 ( <b>bk</b> )	5	
bottle	Ink, Bottle EPSON 003 ( <b>c</b> )	3	
bottle	Ink, Bottle EPSON 003 ( <b>y</b> )	3	
bottle	Ink, Bottle EPSON 003 ( <b>m</b> )	3	
box	Rubber Band ( <b>Flat Type</b> , 350grams)	3	
pc	Transparent Tape, width: <b>24mm</b>	4	
pc	Record Book ( <b>at least 250 pages</b> )	6	
pc	Ball Pen, ( <b>Black</b> )	6	
pc	Ball Pen, ( <b>Blue</b> )	6	
pc	Ballpen, 0.5mm (Black) <b>Gel type</b>	4	
pc	Ballpen, 0.5mm (Blue) <b>Gel type</b>	4	
pc	Ballpen, 0.5mm (Red) <b>Gel type</b>	1	
pc	Double Sided Tape, Foam Type, 24mm, 3M	3	

JANITORIAL SUPPLIES			
can	Air refresher, aerosol type	15	
gallon	Alcohol, Ethyll	5	
bottle	Toilet Bowl Cleaner ( <b>1 liter</b> )	6	
bottle	Bleach ( <b>1 liter</b> )	3	
pack	Tissue Rolls 2ply ( <b>12s</b> )	10	
pc	Door Mat	12	
pc	Mop Screw Type with Aluminum Handle ( <b>Including Mop Head</b> )	2	
pc	Mop Head	2	
kilo	Round Rags (White)	3	
pc	Dust Pan, Heavy duty	2	
pc	Dishwashing Sponge	10	
pc	Scouring Pad	10	
pc	Detergent Powder	30	
pack	Garbage Bag XL ( <b>100s</b> )	3	
bottle	Dishwashing Liquid ( <b>500ml</b> )	10	

\_\_\_\_\_  
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 (10) 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