

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRICULTURE

PHILIPPINE COCONUT AUTHORITY ZAMBOANGA RESEARCH CENTER

San Ramon, Zamboanga City 7000 Philippines Tel./Fax No.: (062) 982-0302 · Email: zrc@pca.gov.ph

REQUEST FOR QUOTATION

PR NO. 24-06-33/

Ladies and Gentlemen:

PCA-ZAMBOANGA RESEARCH CENTER is in the market for the items indicated below. Please quote your lowest prices and terms of payment. Indicate discount, if any, the brand and/or trademark offered and date of delivery. In the event of award, it is understood that option availability of stock shall be good within thirty (30) days from date of tender.

QTY	UNIT	ITEM DESCRIPTION / SCOPE OF WORK	BRAND	UNIT PRICE	TOTAL AMOUNT
		Deliver and Handling of Various Cocowood Furniture			
		Mode of delivery: DOOR to DOOR			
		Pick up at PCA-ZRC San Ramon Zamboanga City			
		Delivery Address: PCA Central office, Elliptical Road,			
		Diliman, Quezon City.			
		Container Van size 20FTR			
		x-x-x-x			
		*Deadline of Submission and Receipt of Bids: July 15, 20 *Opening of Bids: July 15, 2024, at 9:15AM *Venue: PCA-Zamboanga Research Center, San Ramon,			City
			-		
		Approved Budget for the Contract: Php 75,000			
		Delivery Term: 7 Calendar Days			
		Payment Terms: Upon complete delivery			
		Bidders are required to submit the following			
		documents as per R.A. 9184:			
		1. Latest Mayor's/Business Permit 2. PhilGEPS Certificate of Platinum Registration and Membership 3. Latest Income/Business Tax Return			

Certified correct as to prices quoted and accept conditions
stated above:

Name of Firm:

Representative:

Address/Tel No.:

Tax Identification Number (TIN):

Date of Offer:

Certified correct as to prices quoted and accept conditions

Very truly yours,

LIBERTY H. CANJA, PhD.

Acting Department Manager III

PCA-ZAMBOANGA RESEARCH CENTF

Note:

- 1. Bid documents must be submitted in one (1) big envelope addressed to the BAC-Chairperson of the PCA-Zamboanga Research Center—one (1) original and two (2) certified photocopies—to be placed in an individual folder and in two (2) separate envelopes with markings, technical, and financial documents. All envelopes must be sealed and signed.
- 2. Bidders are required to fill-out the Request for Quotation Form properly, i.e., brand name, unit price, total amount per item (if applicable), and the total bid amount.
- 3. Bids received that exceed the Approved Budget for the Contract shall be automatically rejected at the bid opening.
- 4. The bid offer should be VAT-inclusive.
- $5. \ The \ submission \ of \ bid \ documents \ must \ be \ properly \ labeled \ and \ include \ a \ table \ of \ contents.$
- 6. The payment and acquisition of the bidding documents (RFQ) will be from July 10, 2024 to July 12, 2024 (8:00AM to 3:30PM), at the address above.
- $7. Any \ missing \ document \ on \ the \ aforementioned \ requirements \ is \ grounds \ for \ outright \ rejection \ of \ the \ bid.$

x-x-x-x