



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. 24-06-356

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
12	pcs	AirFreshener for Bathroom, Solid Fragrance			
10	btls	Alcohol, Spray Type, 500ml			
2	boxes	Ballpen, 0.5mm, Black			
50	reams	Bond Paper, A4			
		Castile Soda			
		Chlorine Gray			
12	pcs	Correction Tape			
6	pcs	Cottong String Mop, Heavy Duty			
5	kgs	Detergent Powder			
15	pcs	Door Mat Rug			
10	pcs	HP Deskjet Ink, Black 678			
10	pcs	HP Deskjet Ink, Color 678			
20	pcs	Kitchen Towel			
6	bots	Liquid Sosa			
24	pcs	Masking Tape, 1"			
24	pcs	Masking Tape, 2"			
10	pcs	Multipurpose Box			
2	gals	Muriatic Acid			
20	pcs	Packaging Tape, 2"			
5	boxes	Paper Clip, 33mm			
10	pcks	Paper Towel, 3 pcs in 1 pack			
3	boxes	Pilot Pen, Pointed, Black			
1	roll	Polyethelene Plastic Cover			
10	pcs	Record Book, Junior Size, 200 pages			
10	pcs	Scissors, 8", Heavy Duty			
3	bxs	Soap 3 pcs in 1 box			
5	pcs	Soft Broom			
12	pcs	Srub Sponge			
Page 1 of 2					
Purpose: For NFPDD Office Supplies					

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: _____

Very truly yours,

LIBERTY H. CANJA, PhD.
Acting Department Manager III
PCA-ZAMBOANGA RESEARCH CENTER

I certify that I have delivered this copy of canvass to the
above Dealer/Supplier



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REQUEST FOR QUOTATION

PR NO. 24-06-352

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QTY	UNIT	ITEM DESCRIPTION / SCOPE OF WORK	BRAND	UNIT PRICE	TOTAL AMOUNT
5	boxes	Staple Wire, No. 35			
5	pcs	Stapler			
3	pcks	Tissue Roll, 12 rolls per pack			
15	pcs	Water Gallon, Round, Empty, 20ltrs			
2	gals	White Glue, All Purpose			
		X-X-X-X			
		Page 2 of 2			
		*Delivery Place: PCA-Zamboanga Research Center San Ramon, Talisayan, Zamboanga City			
		*Deadline on Submission and Receipt of Bids: August 9, 2024, at 8:30 AM			
		*Opening of Bids: August 9, 2024, at 10:00 AM			
		*Venue: PCA-Zamboanga Research Center, San Ramon, Talisayan, Zamboanga City			

Bidders are requested to submit the following requirements as per RA9184:

1. Latest Mayor's/Business Permit
2. PhilGEPS Certificate of Platinum Registration and Membership
3. Latest Income/Business Tax Return
4. Tax Clearance Certificate
5. Omnibus Sworn Statement - submit upon award of Contract.
6. Payment of PHP 500.00 is required for the bid document.

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 August 6, 2024 to August 8, 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.

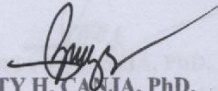
X-X-X-X-X

Purpose: For NFPDD Office Supplies

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Representative: _____
Address/Tel No.: _____
Tax Identification Number (TIN): _____
Date of Offer: _____

Very truly yours,


LIBERTY H. CANAJA, PhD.

Acting Department Manager III
PCA-ZAMBOANGA RESEARCH CENTER