



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**PHILIPPINE COCONUT AUTHORITY**  
**ZAMBOANGA RESEARCH CENTER**  
San Ramon, Zamboanga City, 7000 Philippines P.O BOX 356  
Tel/Fax: (082) 982 0302; Email: pczarc2018@gmail.com  
TIN: 000724616

**REQUEST FOR QUOTATION**

PR No.: 24-07-424

**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 trade mark 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	DESCRIPTION	BRAND	UNIT PRICE	TOTAL AMOUNT
		<b>To Provide labor &amp; materials for the installation of combi roller blinds with the following dimensions.</b>			
1	Panel	ODM (W 81" x H 54")			
1	Panel	ODM (W 50" x H 54")			
1	Panel	ODM (W 60" x H 36")			
1	Panel	ODM (W 44" x H 54")			
1	Panel	ODM (W 39" x H 54")			
1	Panel	ACCOUNTING OFFICE. (W 39" x H 46")			
1	Panel	ACCOUNTING OFFICE (W 42" x H 46")			
1	Panel	DISBURSING OFFICE (W 84" x H 66")			
1	Panel	CR(W 26" x H 40")			
1	Panel	CR(W 64" x H 54")			
1	Panel	COA OFFICE (W 51" x 62")			
1	Panel	COA OFFICE (W 31" x 62")			
2	Panel	PERSONEL OFFICE (W 51" X h 64")			
1	Panel	PERSONEL OFFICE (W 23" X h 64")			
1	Panel	SUPPLY & PROPERTY OFFICE (W 21" x H 64")			
1	Panel	SUPPLY & PROPERTY OFFICE(W 30" x H 64")			
1	Panel	SUPPLY & PROPERTY OFFICE (W 87" x H 64")			
1	Panel	SUPPLY & PROPERTY OFFICE(W 39" x H 64")			
2	Panel	SUPPLY & PROPERTY OFFICE (W 25" x H 62")			

X-X-X-X

\*Delivery Place: PCA-Zamboanga Research Center  
San Ramon, Talisayan, Zamboanga City

**Purpose: For the Center's Administrative Offices.**

\*Deadline on Submission and Receipt of Bids: August 9, 2024, at 8:30 AM

\*Opening of Bids: August 9, 2024, at 11:15 AM

\*Venue: PCA-Zamboanga Research Center, San Ramon, Talisayan,

Approved Budget for the Contract (ABC): Php 99,992.50

Delivery Terms: 20 Calendar Days

Payment Terms: Upon full delivery

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: \_\_\_\_\_

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.

PCA-ZAMBOANGA RESEARCH CENTER

LIBERTY H. CAJAL PhD

Acting Department Manager III

**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