



Republic of the Philippines
PHILIPPINE COCONUT AUTHORITY REGION XIII
Regional Office, 2F South Boulevard Square., South Montilla Blvd., Butuan City

REQUEST FOR QUOTATION

Date: July 12, 2023

Quotation No.: RO- 2023 07 147

Registered Name of Supplier as written in Official Receipt

Business Address of Supplier

Tax Identification Number (TIN); indicate whether VAT or Non-VAT

PhilGEPS Registration Number (required)

Philippine Coconut Authority Region XIII through its Bids and Awards Committee (BAC), intends to procure the Two (2) Days Mid-Year Assessment of PCA Region XIII Personnel CY 2023 in accordance with Sec. 53.9 (Negotiated Procurement - Small Value Procurement) of the Revised IRR of R.A. No. 9184.

Please quote your **best offer** for the item/s described below, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than July 18, 2023 at 5:00 PM**. A copy of your latest Mayor's/Business Permit and PhilGEPS Registration may be required to be submitted along with your quotation/proposal.

Open quotations may be submitted manually at the address indicated above or through facsimile at (085)341-4372 or email at regionxiii@pca.gov.ph.

ERNALYN E. COLON

Canvasser

MANOLITO L. CASAPAO

BAC Chairperson

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any items blank. Indicate "0" if item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price
1	Two (2) Days Mid-Year Assessment of PCA Region XIII Personnel CY 2023 in San Augustine, SDS			
pax	On July 26, 2023 *One (1) Breakfast for 79pax *One (1) AM Snack for 79pax *One (1) Lunch for 79pax *One (1) PM Snack for 79pax *One (1) Dinner for 79pax * Accomodation for 79pax On July 27, 2023 *One (1) Breakfast for 79pax *One (1) AM Snack for 79pax *One (1) Lunch for 79pax *One (1) PM Snack for 79pax *One (1) Dinner for 79pax * Accomodation for 79pax On July 28, 2023 *One (1) AM Breakfast for 79pax	79		

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price
	<p>> Main course consist of: At least 1 viand of meat (no pork) At least 1 other Halal viand or 1 variant of fish</p> <p>> Side dish consist of: Choice of soup, salad vegetables or noodles</p> <p>> Unlimited rice</p> <p>> Dessert</p> <p>> Drinks composed of the following: At least 1 round of juice of softdrink for every meal and every snack</p> <p>> Snacks Choice of native delicacies, sandwich or slice of cake with 1 round of juice or softdrink</p>			

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

Item	Description	Total Quantity	Delivery
1	Two (2) Days Mid-Year Assessment of PCA Region XIII Personnel CY 2023 in San Augustine, SDS	79 pax	As specified in the prescription of this PO

FINANCIAL OFFER

Item	Quantity	Approved Budget for the Contract	Your Total Offered Quotation
1	79 pax	₱363,400.00	

TERMS AND CONDITIONS

1. ALL ENTRIES MUST BE HAND WRITTEN/TYPEWRITTEN;
2. SUPPLIERS SHALL PROVIDE CORRECT AND ACCURATE INFORMATION REQUIRED IN THIS FORM;
3. ANY INTERLINEATIONS, ERASURES OR OVERWRITING SHALL BE VALID ONLY IF THEY ARE SIGNED OR INITIALED BY THE SUPPLIER OR THE SUPPLIER'S AUTHORIZED REPRESENTATIVE;
4. PRICE QUOTATION(S) SHALL BE DENOMINATED IN PHILIPPINE PESO AND SHALL BE INCLUSIVE OF TAXES;
5. QUOTATIONS EXCEEDING THE ABC SHALL BE REJECTED INSTANTANEOUSLY;
6. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS FROM DATE OF SUBMISSION;
7. SUPPLIER SHALL SUBMIT THE FOLLOWING DOCUMENTS PRIOR TO AWARD OR UPON REQUEST:
 - a. BUSINESS PERMIT/BIR REGISTRATION
 - b. LATEST INCOME/BUSINESS TAX RETURN
 - c. PHILGEPS REGISTRATION CERTIFICATE
 - d. NOTARIZED OMNIBUS SWORN STATEMENT
8. PURCHASE ORDER/CONTRACT SHALL BE AWARDED TO THE LOWEST QUOTATION (FOR GOODS AND INFRASTRUCTURE) OR, THE HIGHEST RATED OFFER (FOR CONSULTING SERVICES) WHICH COMPLIES WITH THE MINIMUM TECHNICAL SPECIFICATIONS AND OTHER TERMS AND CONDITIONS STATED HEREIN;
9. IN CASE OF TWO OR MORE BIDDERS ARE DETERMINED TO HAVE SUBMITTED THE LOWEST CALCULATED QUOTATION/LOWEST CALCULATED AND RESPONSIVE QUOTATION, PCA SHALL ADOPT AND EMPLOY "DRAW LOTS" AS THE TIE-BREAKING METHOD TO FINALLY DETERMINE THE SINGLE WINNING PROVIDER IN ACCORDANCE WITH GPPB CIRCULAR 06-2005;
10. PCA SHALL HAVE THE RIGHT TO INSPECT AND/OR TEST THE GOODS TO CONFIRM THEIR CONFORMITY TO THE TECHNICAL SPECIFICATIONS;
11. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR SUPPLIES AND MATERIALS, AND ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THIS OFFICE;
12. PAYMENT SHALL BE MADE THROUGH MDS CHECK AFTER DELIVERY AND UPON SUBMISSION OF THE REQUIRED SUPPORTING DOCUMENTS (SALES INVOICE OR BILLING STATEMENT) BY THE SUPPLIER. TERMS OF PAYMENT IS WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF ACCEPTANCE; AND
13. LIQUIDATED DAMAGES EQUIVALENT TO ONE TENTH OF ONE PERCENT OF THE VALUE OF THE GOODS NOT DELIVERED WITHIN THE PRESCRIBED DELIVERY PERIOD SHALL BE IMPOSED PER DAY OF DELAY.

Signature over Printed Name of Supplier or
Supplier's Representative

Telephone/Mobile No.

Date



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
2nd Floor Yu Bldg. South Montilla Blvd., Butuan City
Tel Nos.: (085)342-26-87/226-03-82 Tele Fax No.: (085)341-43-77
Email add: pca_13caraga@yahoo.com.ph

REQUEST FOR QUOTATION

THE PHILIPPINE COCONUT AUTHORITY- Region XIII, through its Bids and Award Committee, intends to procure of **Two (2) Days Mid-Year Assessment of PCA Region XIII Personnel CY 2023 in San Agustin, Surigao del Sur**, we would like to invite you to submit quotation on the said procurement activity.

Name of Proprietor : _____
Address : _____
Name of Establishment: _____
Address : _____
Business Permit No. : _____
TIN : _____
PhilGeps Registration No.: _____
Contact Number(s) : _____

Signature Over Printed Name