



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

REQUEST FOR QUOTATION

Date: April 17, 2023

Quotation No.: RO-2023-04-0065

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
Supply and Delivery of Various Office Supplies for 2nd Quarter of 2023 in accordance with
Sec. 52.1.b (Shopping for Ordinary Office Supplies not available in PS-DBM) 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 April 21, 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
lot	Supply and Delivery of Various Office Supplies for 2nd Quarter of 2023			
	Battery Double A (2pcs/pck)	20		
	Ballpen Black	200		
	Book Paper A4 (gsm 70 substance 20)	400		
	Broom Soft Tambo	20		
	Epson Refill Ink Black 003	60		
	Epson Refill Ink Cyan 003	20		
	Epson Refill Ink Magenta 003	20		
	Epson Refill Ink Yellow 003	20		
	Correction Pen	5		
	Correction Tape (8m)	150		
	Cutter	20		
	Detergent Powder (1kl)	30		
	Dishwashing Paste 400g	50		
	Folder A4	5		
	Expanded Envelope Long Brown	10		
	Fastener Long Stick Plastic	10		
	Fastener Short Stick Plastic	30		
	Magazine Filer	20		
	Notepad/Sticky Note 3x4	40		
	Paper Clip Big	50		
	Photo Paper A4	2		

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price
	Ruler Plastic Small	10		
	Scotch Tape 1inx100m	30		
	Sign Pen Refill Black	150		
	Sign Pen Green	24		
	Stamp Pad	10		
	Toilet Bowl Cleaner	30		
	Toilet Deodorizer	40		
	Trash Bag Black - Large, 100 pcs/pck	12		
	USB 8 GB	10		
	Zonroz 1liter	60		

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	Supply and Delivery of Various Office Supplies for 2nd Quarter of 2023	1.00	14 days upon receipt of PO

FINANCIAL OFFER

Item	Quantity	Approved Budget for the Contract	Your Total Offered Quotation
1	1	₱209,056.00	

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