Republic of the Philippines

PHILIPPINE COCONUT AUTHORITY REGION XIII

Regional Office, 2F South Boulevard Square., South Montilla Blvd., Butuan City

REQUEST FOR QUOTATION

	Date.	September 7, 2025	
	Quotation No.:	RO-2023-09-0204	
* Registered Name	of Supplier as written in Offi	ciai Receipt	
Business Address	of Supplier		
Tax Identification	Number (TIN); indicate whe	ther VAT or Non-VAT	
PhilGEPS Registro	tion Number (required)		

Philippine Coconut Authority Region XIII through its Bids and Awards Committee (BAC), intends to procure the Meals, Snacks & Lease of Venue for the Information Caravan and Medical & Dental Mission 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 <u>not later than</u>

September 11, 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

Palerin

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

TECHNICAL SPECIFICATIONS

- Please quote your <u>best offer</u> 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 quivalent 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	Meals, Snacks and Lease of Venue for the Information Caravan and Medical & Dental Mission at San Jose, PDI			0)
	On September 19, 2023 - Information Caravan			
	A. Function hall, Sound system, Projector, Tables & Chairs B. Catering services good for 550 pax			
	* PM Snacks good for 550 pax * Lunch good for 550 pax	550 pax 550 pax		
	On September 30, 2023 - Medical & Dental Mission			
	A. Function hall, Sound system, Projector, Tables & Chairs B. Catering services good for 700 pax			
	* Breakfast good for 150 pax	150 pax		
	* AM Snacks good for 700 pax	700 pax		
	* Lunch good for 700 pax	700 pax		
-07	* PM Snacks good for 700 pax	700 pax		
	* Dinner good for 150 pax	150 pax		

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price	
	Food Choices: Breakfast * Egg & a choice of meat or fish & vegetable with 1 cup of rice and 1 round of coffee or juice with bottle water Snacks * Choice of native delicacies, sandwich or slice of cake with 1 round of softdrink or sikwate or canned juice and bottled water Main course (Lunch & Dinner)				
•	* Atleast 1 viand of meat (NO PORK) and vegetable * Rice Side dish consist of: * Choice of soup, salad, noodles & fresh fruit Drinks consist of: * 1 round of softdrink or canned juice and a bottle of water	÷,	+		
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The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site. Item Description Total Quantity Delivery 1 Venue, Meals & Snacks for the Information Caravan and Medical & Dental Mission at San Jose, PDI September 30, 2023

FINANCIAL OFFER				
ltem	Quantity	Approved Budget for the Contract	Your Total Offered Quotation	
1	lot 1	Sept. 19, 2023 - Php 192,500.00		
	lot 2	Sept. 30, 2023 - Php 375,000.00		

TERMS AND CONDITIONS

- 1. ALL ENTRIES MUST BE HAND WRITTEN/TYPEWRITTEN:
- 2. SUPPLIERS SHALL PROVIDE CORRECT AND ACCURATE INFORMATION REQUIRED IN THIS FORM;
- 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
- c. PHILGEPS REGISTRATION CERTIFICATE
- b. LATEST INCOME/BUSINESS TAX RETURN
- 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 BÍLLING 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.