



**DEPARTMENT OF AGRICULTURE  
PHILIPPINE COCONUT AUTHORITY  
REGION IV-A (CALABARZON)**

Brgy. Isabang, Lucena City  
Telephone Number: (042) 795-5472  
<http://www.pca.da.gov.ph> / Email address: regioniv@pca.gov.ph

**REQUEST FOR QUOTATION / PROPOSAL (RFQ/RFP)**

**SUPPLY AND DELIVERY OF DISHWASHING LIQUID (1L) – FOR USE IN THE CSI INFESTATION’S CONTROL/MANAGEMENT**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Complete Company Address

Date: October 08, 2024  
RFQ/RFP No. : 24-10-0014  
PR No.: 24-10-0014  
PHILGEPS Ref. No.: \_\_\_\_\_

<p><b>To whom it may concern:</b></p> <p>Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than <b>October 14, 2024 at 9:00 AM</b> to the address listed above.</p> <p style="text-align: center;"><b>Very truly yours,</b></p> <p style="text-align: center;"><b>SGD NERISSA P. MENDEZ</b> Acting Administrative Officer V</p>	<p style="text-align: center;"><b><u>CANVASSERS’S CERTIFICATION</u></b></p> <p>This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Philippine Coconut Authority.</p> <p style="text-align: center;"><b>SGD MAY A. NAPEÑAS</b> Regional Canvasser</p>
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PLEASE QUOTE: **PER ITEM**

No.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	SUPPLIER/CONTRACTOR/CONSULTANT’S PROPOSAL BOX		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)
					Unit Price	Total Price	
1	SUPPLY AND DELIVERY OF DISHWASHING LIQUID (1Liter)	500	340	170,000.00			
	----- Nothing follows -----						
			<b>TOTAL</b>	<b>170,000.00</b>			

**GENERAL CONDITIONS**

Bidder must comply with the following requirements:

- All entries must be typewritten and legible;
- Accomplished Request for Quotation/Proposal;
- Certificate of PHILGEPS Registration;
- Updated Mayor’s/Business Permit;
- Latest Income and Business Tax Return (for ABC above 500k);
- Omnibus Sworn Statement (for ABC above 50k). Please see attached format.
- The accomplished RFQ/RFP including other documentary requirements shall be submitted in a sealed envelope with proper label, as follows:**

**Company Name:**  
**Company Address:**  
**Name & Signature of Owner/Authorized Representative**  
**RFQ No.”**  
**Project Name: Supply and Delivery of \_\_\_\_\_**
- Delivery/Service period must be at least within **three (3) calendar day/s** upon receipt of the Purchase Order.
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three (3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- Transaction with PCA shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION**

Date: \_\_\_\_\_

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for **immediate delivery and shipment/service which can be made within three (3) calendar day/s from receipt of Purchase/Job Order.**

\_\_\_\_\_  
**Print Name & Signature of Owner/  
Authorized Representative**

\_\_\_\_\_  
**Company Tel./Fax/Mobile No.**

\_\_\_\_\_  
**Company Tax Identification No. (TIN)**