



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

## SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR PCA IV-A'S PMO TEAM AND OFFICERS

Name of Company

*Complete Company Address*

Date: October 15, 2024

RFQ/RFP No. : 24-10-0024

PR No.: 24-09-0024

PHILGEPS Ref. No.:

***To whom it may concern:***

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 **October 21, 2024** at **9:00 AM** to the address listed above.

*Very truly yours,*

**NERISSA P. MENDEZ**  
Acting Administrative Officer V

**CANVASSERS'S CERTIFICATION**

*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.*

**MAY A. NAPEÑAS**  
Regional Canvasser

PLEASE QUOTE: PER ITEM

SUPPLIER/CONTRACTOR/CONSULTANT'S  
PROPOSAL BOX

*Masaganang Agrikultura, Maunlad na Ekonomiya*



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

Brgy. Isabang, Lucena City  
Telephone Number: (042) 795-5472  
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**GENERAL CONDITIONS**

Bidder must comply with the following requirements:

1. All entries must be typewritten and legible;
2. Accomplished Request for Quotation/Proposal;
3. Certificate of PHILGEPS Registration;
4. Updated Mayor's/Business Permit;
5. Latest Income and Business Tax Return (for ABC above 500k);
6. Omnibus Sworn Statement (for ABC above 50k). Please see attached format.
7. **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 \_\_\_\_\_**

8. **Delivery/Service period must be at least within *thirty (30)* calendar day/s upon receipt of the Purchase Order.**
9. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
10. Price validity shall be for a period of three (3) months;
11. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
12. Transaction with PCA shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
13. 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 thirty (30)  
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)**