



**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 5,000 PIECES INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS**

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

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

Date: November 18, 2024

RFQ/RFP No. : 24-10-0058

PR No.: 24-10-0058

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 **November 22, 2024 at 9:00 AM** to the address listed above.

Very truly yours,

**SGD 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.

**SGD MAY A. NAPEÑAS**  
Regional Canvasser

PLEASE QUOTE: **PER ITEM**

SUPPLIER/CONTRACTOR/CONSULTANT'S  
PROPOSAL BOX

No.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)
					Unit Price	Total Price	
1	<b>SUPPLY AND DELIVERY OF CALENDAR 12 MONTH 18 X 24 INCHES (IEC MATERIALS)</b>	5000	PCS	500,000.00			
	Please refer to Purchase Request No. 24-10-0058 for the sample and full technical specifications						
	----- Nothing follows -----						
				<b>500,000.00</b>			

**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 **fifteen (15)** 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 fifteen (15) 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)**